

Robertson County Schools Civil Rights Complaint Form



The purpose of this form is to assist you in filing a Title VI or Title IX Complaint. You are not required to use this form. A letter with the same information is sufficient. However, the information requested in the items marked with a star (*) must be provided, whether or not this form is used. Detailed procedures for filing a Title VI or Title IX complaint to Robertson County Schools may be found on the last page of this Complaint Form.

1.* State your name and address.

Name: _____

Address: _____

_____ Zip _____

Telephone: Home: (____) _____ Work or Cell: (____) _____

2.* Person(s) discriminated against, if different from above:

Name: _____

Address: _____

_____ Zip _____

Telephone: Home: (____) _____ Work or Cell: (____) _____

Please explain your relationship to this person(s).

3.*Person(s), group, or department that discriminated:

Name: _____

Address: _____

_____ Zip _____

Telephone: Home: (____) _____ Work or Cell: (____) _____

4.*Please indicate below the basis on which you believe these discriminatory actions were taken.

Race/Ethnicity: _____

National origin: _____

Sex: _____

Sexual Preference: _____

9. Please list below any persons (witnesses, fellow employees, supervisors, or others), if known, whom we may contact for additional information to support or clarify your complaint.

Name	Address	Area Code/Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Do you have any other information you think is relevant to our investigation of your allegations?

11. What remedy are you seeking for the alleged discrimination?

12. Have you filed or do you intend to file a charge or complaint concerning the matters raised in this complaint with any of the following:
- U.S. Equal Employment Opportunity Commission
 - Federal or State Court
 - Tennessee Human Rights Commission
 - United States Office of Civil Rights

13. If you have already filed a complaint with an agency indicated in # 12 above, please provide the following information (attach additional pages if necessary):

Agency: _____

Date filed: _____

Case of Docket Number: _____
 Date of Trial or Hearing: _____
 Location of Agency/Court: _____
 Name of Investigator: _____
 Status of Case: _____
 Comments:

Please sign and date this Complaint Form below:

 (Signature)

 (Date)

Procedures for Filing a Title VI or Title IX Complaint

To be used to file allegations of discrimination on the basis of race, color, national origin, gender, or sexual preference against the Robertson County Board of Education or any person or program under the jurisdiction of the Board. The following procedures are designed to provide a systematic, local protocol for the resolution of complaints and does not supersede the complainants right to file charges directly with the United States Office of Civil Rights.

Filing of Complaints

- A. Any person alleging discrimination on the basis of race, color, national origin, gender, or sexual preference shall file such complaint at the lowest applicable administrative level within 180 days of the alleged discrimination.
 - 1. Complaints against students shall be filed with the school principal.
 - 2. Complaints against school staff, including teachers, substitute teachers, assistant principals, teacher assistants, cafeteria workers, bus drivers, custodians or school volunteers, shall be filed with the school principal.
 - 3. Complaints against building principals, supervisors, or Central Office staff shall be filed with the Director of Schools.
 - 4. Complaints against the Robertson County Board of Education shall be filed directly with the complaint coordinator for the school system.
- B. All complaints submitted either written or verbal shall be investigated and shall be documented as to the nature of the complaint and the resolution.
 - 1. Complainants shall be requested to submit their complaints in writing, however, in the event the complainant cannot or will not submit a written complaint, the person receiving the complaint must document the nature of the complaint on a complaint form. (The completion of a complaint form by the complainant shall not be required for acceptance of a complaint.)
 - 2. A copy of the complaint form shall be provided to the complainant.
 - 3. The person against whom the complaint is lodged shall be notified immediately of the complaint and shall be give a copy of the complaint.