

Title IX Grievance Procedures

Charlotte-Mecklenburg Schools (CMS) shall not discriminate on the basis of sex in any of its educational programs or activities. The Executive Director of the CMS State and Federal Compliance Office or her designee shall serve as the Title IX officer for the District. The Title IX officer's duties include, but are not limited to, coordinating the District's efforts to comply with and carry out its responsibilities under Title IX and to carry out an investigation of any grievance communicated to the District alleging its noncompliance with Title IX or alleging any uses which would be prohibited by Title IX in accordance with the procedures set forth hereinafter. The Title IX officer may be assisted by other personnel as needed, including but not limited to personnel in the District's Human Resources department.

Title IX prohibits retaliation against individuals who submit grievances or participate in the resolution process. Grievances alleging discrimination on the basis of sex in any program or activity shall be handled in accordance with the following procedures.

Step 1

Any student or employee who has a grievance of alleged sex discrimination by an employee, student, or third party shall promptly attempt to resolve the grievance by alerting and discussing the alleged discrimination with the building principal or immediate supervisor within 45 calendar days from the alleged incident, unless the principal or immediate supervisor is the person accused of discriminating against the complainant. If the accused person is your principal or immediate supervisor, the complainant should contact the supervisor over his or her principal or immediate supervisor. This 45-day time limit may be waived at the discretion of the District if the complainant can show that circumstances beyond the complainant's control precluded him or her from alerting and/or discussing the alleged incident with his or her principal or immediate supervisor within 45 days.

The grievance should be submitted in writing and describe the facts of the situation, but complainants are also encouraged to share their grievance verbally in addition to their written submission. Email suffices as a means of submitting a grievance in writing. The principal or immediate supervisor shall give the complainant an opportunity to provide or identify any relevant documents or witnesses. He or she will make a good faith attempt to resolve the grievance within 15 calendar days, speaking only with persons who are reasonably likely to have information related to the grievance or who are important to the health and safety of the complainant while the attempt to resolve the complainant's grievance is ongoing. In cases of

harassment, the District will implement interim measures if necessary to protect the complainant in the educational setting. If resolution of the grievance will take longer than 15 calendar days, the principal or immediate supervisor will notify the parties of the reason for needing more time and about how much longer the resolution will take. At the conclusion of this period, the principal shall notify the complainant and the individual against whom the complaint was submitted in writing as to whether he or she plans to take further action to resolve the complainant's grievance, or whether action is warranted based on knowledge that the principal or immediate supervisor has acquired over the 15-day period.

If the grievance is substantiated, the District will take steps to prevent the incident from reoccurring.

Step 2

If the Complainant is not satisfied with the resolution after Step 1, the complainant may, within 10 calendar days of receiving notification from the principal or immediate supervisor, file a grievance appeal in writing to the Title IX officer at 4511 Monroe Rd., Charlotte, NC 28205 and provide a copy to the principal or supervisor involved. The Title IX officer shall arrange a meeting to discuss the grievance within 15 calendar days of receiving the written grievance, and subsequent meetings may be scheduled as agreed to by both parties, unless circumstances beyond the Title IX officer's control make it reasonably necessary to schedule the meeting beyond 15 calendar days from the date of being alerted to the alleged discrimination. The Title IX officer shall conduct any additional interviews or other investigation necessary to understand the situation and provide a written answer to the complainant within 10 calendar days from the date of the final meeting regarding the grievance, unless the Title IX officer has sought but still awaits in good faith information that is relevant to determining what steps, if any, should be taken to address the alleged discrimination. The Title IX officer's answer will state relevant findings of fact, conclusions, and the reasons supporting them.

Step 3

If the decision rendered by the Title IX officer does not resolve the grievance to the satisfaction of the complainant, the complainant may at any point contact the Office for Civil Rights of the U.S. Department of Education at 400 Maryland Avenue SW, Washington, D.C. 20024.