

## **TITLE IX AND 504 GRIEVANCE POLICY**

Students, parents, and applicants for admission have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972 as follows:

### **Level 1: Principal or Immediate Supervisor**

A student or parent with a discrimination complaint may discuss it with the teacher, counselor, or building administrator involved. Level 1 of the grievance procedure is informal and optional and may be bypassed by the grievant.

### **Level 2: Title IX and Section 504 Coordinator**

If the grievance is not resolved at Level 1 and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Title IX and Section 504 Coordinator.

The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer to the complainant regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

### **Level 3: Head of School**

If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Head of School within ten (10) working days after the grievant receives the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Head of School or his/her designee. The Head of School or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Head of School or his/her designee within ten (10) working days after receiving the written appeal.

### **Level 4: Governing Board**

If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting a written appeal to the Chair of the BIA Governing Board within ten (10) working days after the grievant receives the report from the Head of School. The grievant may request a meeting with the Board.

The Board has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board's action. The procedure in no way denies the right of the grievant to file a formal complaint with the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination

Tedra Norwood  
Associate Head of School, BIA Title IX Coordinator  
186 Hunter Street  
Norcross, GA 30071  
770-538-1550  
tnorwood@biaschool.org

Cynthia Bagues  
504 Coordinator  
186 Hunter Street  
Norcross, GA 30071  
770-538-1550  
cbagues@biaschool.org