

**GOVERNANCE****CIVIL RIGHTS COMPLAINT PROCEDURE****Procedures and Guidelines**

All complaints, written or verbal, shall be accepted by the Ohio County Board of Education office and then forwarded to the West Virginia Department of Education. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

- Name, address and telephone number or other means of contacting the complainant.
- The specific location and name of the entity delivering the program service or benefit.
- The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor.
- The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, disability, or retaliation).
- The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
- The date(s) during which the alleged discriminatory action occurred, or if continuing the duration of such actions.

PERSON DESIGNATED TO RECEIVE CIVIL RIGHTS COMPLAINTS FOR SCHOOLS

Name of Civil Rights Representative	Title
Susan Nolte	Human Resources Director

**REGULATION ADOPTED: October 26, 2015**

**OHIO COUNTY BOARD OF EDUCATION**