# NON-DISCRIMINATION GRIEVANCE PROCEDURES

## I. INTRODUCTION

The Jackson Public School District (JPS) is committed to serving all people. JPS does not discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex in administration of its programs, services and activities. JPS supports your legally protected rights against discrimination under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008, 40 C.F.R. Parts 5 and 7, including Title VI of the Civil Rights Act of 1964, as amended, Section 13 of the Federal Water Pollution Control Act Amendments of 1972, and takes no action to interfere with them, or to retaliate against or intimidate anyone because of exercising these rights. Any claims of intimidation or retaliation related to the complaint process will be handled promptly and fairly pursuant to the below procedure and in the same manner as other claims of discrimination.

## II. GRIEVANCE PROCEDURE FOR VIOLATION OF CIVIL RIGHTS

If you believe that JPS has failed to provide services or discriminated in another way on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex, or has retaliated against you for engaging in a protected Civil Rights activity in its programs or activities, you can file a complaint by contacting our Civil Rights Coordinator.

Larrissa Harris, Esq., General Counsel
Civil Rights Coordinator/Title IX Coordinator
Jackson Public Schools
Office of the General Counsel
662 S. President Street Jackson, MS
39201
(601) 960-8916
Email: larmoore@jackson.k12.ms.us

The Civil Rights Coordinator is the individual designated by JPS to receive and monitor inquiries concerning non-discrimination requirements implemented by federal laws and regulations. The Civil Rights Coordinator is also responsible for informing all persons that the agency does not discriminate by posting and updating the Non-discrimination Notice, tracking all complaints filed under federal non-discrimination laws, ensuring services are provided to individuals with limited English Proficiency, and ensuring no intimidation or retaliation against anyone who has exercised their rights under 40 CFR Parts 5 and 7. Before filing a complaint, you can discuss your concerns with the Civil Rights Coordinator listed above.

This Grievance Procedure is intended to satisfy federal non-discrimination requirements by ensuring that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any Jackson Public School District (JPS) program, activity, or

service, or is subjected to intimidation, threats, coercion, or discrimination for exercising their rights under federal or State law. This policy establishes procedures for receiving, investigating, and responding to allegations of discrimination.

## III. Applicability

The policies, procedures, and responsibilities of this Grievance Procedure apply to all JPS programs, activities, and services.

## IV. Complaint Forms

Complaint forms may be requested from the Civil Rights Coordinator. If the complainant is unable to submit a written complaint, the Civil Rights Coordinator should be contacted. Jackson Public Schools will make reasonable accommodations in its policies and procedures which are necessary to allow persons with disabilities or limited English proficiency full access to the complaint filing and investigative process.

## V. Grievance Procedures and Complaints Processing

1) If a person believes they have suffered from prohibited discrimination under a JPS program, activity, or service they may contact the JPS Civil Rights Coordinator (Coordinator) to seek informal resolution. The Coordinator may schedule an interview with the complainant.

2) If a complaint about a JPS program, activity, or service cannot be resolved informally, the complainant may file a formal complaint with the Coordinator. A written complaint must be filed within 180 days after the alleged discriminatory action. Only the Secretary of each federal agency or their designee can waive this requirement for good cause.

3) Complaints must include the complainant's or their representative's name and contact information; a description of the nature of the complaint, the date(s) of the alleged discriminatory action, event, or occurrence; the requested remedy; and complainant's or representative's signature.

4) The Coordinator will maintain a complaint log containing the name and address of the complainant or their representative, date(s) of the alleged prohibited discrimination, nature of the complaint, date of submission of the complaint, date of the Coordinator's request for additional information necessary to evaluate the complaint and date of its receipt, results of the investigation, and disposition of the complaint.

5) The Coordinator may designate an independent investigator to assist or conduct the investigation process. Jackson Public Schools reserves the right to hire external investigators. The investigation may include interviews of the complainant, employees, contractors, subcontractors, subgrantees, those named in the complaint, and witnesses to the alleged discrimination, as well as a review of any physical or written evidence. As part of the investigation, the Coordinator may request that the complainant provide additional documentation and information supporting the complaint. If more information is needed to resolve the case, the Civil Rights Coordinator may contact the complainant. The complainant must respond to the Coordinator's request within 30 days after it is sent to the physical or email address provided on the complaint, or the case may be closed.

6) After the investigation concludes, the complainant will receive a written notice detailing:
    a. The findings of the investigation
    b. Whether discrimination or retaliation was found
    c. A summary of the investigation process
    d. Any corrective actions that will be implemented (if applicable)

The Coordinator will issue a written decision on the grievance no later than 180 days after its filing. The preponderance of the evidence standard will be applied during analysis of the complaint. (Under the preponderance standard, the burden of proof is met when the party with the burden convinces the fact finder that there is a greater than 50% chance that the claim is true.)

The availability and use of this grievance procedure does not preclude a person from filing a complaint of discrimination on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex, or retaliation/reprisal with the applicable federal funding entity.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: May 6, 2025

LEGAL REF: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008, 40 C.F.R. Parts 5 and 7, including Title VI of the Civil Rights Act of 1964, as amended, Section 13 of the Federal Water Pollution Control Act Amendments of 1972

AMENDED:

REVIEWED: