

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

Any employee who believes that the School District has inadequately applied the principles and/or regulations of Title VI, Title VII, Title IX, Section 504 or the Americans with Disabilities Act, or has in some way violated the District's equal employment opportunity policy may bring forward a complaint as outlined below:

- Stage 1: Any employee who believes s/he has a valid complaint shall discuss the basis of the complaint with his/her supervisor. The supervisor and employee shall attempt to resolve the complaint promptly. The complaint should be in writing and describe in detail the facts of the situation. The supervisor shall keep a written record of the discussion. The supervisor shall render a decision in writing, to the complainant, and the complainant shall sign as notice receipt.
- Stage 2: If the complaint is not resolved in Stage 1, the complainant may file the complaint with the district administrator, or designee. The complaint must be in writing. The district administrator, or designee, shall arrange a meeting to discuss the complaint. Subsequent meetings may be scheduled as agreed to by both parties to work towards a resolution. The district administrator, or designee, shall issue a decision, in writing, to the complainant after the final meeting regarding the complaint.
- Stage 3: If the complaint is not resolved in Stage 2, the complainant may file the complaint in writing to the Board via with the Board Clerk and/or President. The complaint shall be in writing. The Board shall consider the complaint at its next regularly scheduled meeting, in closed session if permitted under state law, at which time the complainant shall have the right to present his/her position to the Board. After the meeting, the Board shall advise the complainant in writing, within 45 days, unless the parties agree to an extension of time, of the action taken with regard to the complaint.
- Stage 4: If the complainant is not satisfied with the Board's decision, the complainant may pursue alternate actions available under state or federal laws (e.g., appeal to State Superintendent of Public Instruction, filing of complaint with Equal Rights Division of the Department of Workforce Development; the U.S. Office for Civil Rights – Region V and/or the courts having proper jurisdiction).

Responses to discrimination complaints shall be within timelines established by law.

Maintenance of Complaint Records:

For the purpose of documenting compliance, records will be kept for each complaint filed and, at a minimum, should include:

1. The name and address of the complaint and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name and address of the respondents.
5. The stages of process followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.