

DISCRIMINATION

Employees of the District have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act 1973, and ADA (Americans with Disabilities Act, 1990).

Level One

Employees with a grievance of discrimination on the basis of race, creed, color, ancestry, age, sex, gender, sexual orientation, gender identity, national origin, disability, physical attributes, religion, political party preference, political belief, socioeconomic status, veteran's status, actual or potential parental, family or marital status should first discuss it with the Building Principal or immediate supervisor with the goal to resolve the matter informally.

Level Two

If the grievant is not satisfied with the resolution(s) at Level One and the grievant desires to formalize the grievance, he/she must submit a written complaint on the District's Discrimination Complaint Form. The complaint shall state the nature of the complaint and the remedy requested. The completed form must be filed with the District's Complaint Officer within fifteen (15) working days from the date giving rise to the complaint or from the date complainant reasonably became aware of such occurrence. The complainant may request that a meeting concerning the complaint be held with the District's Complaint Officer. A written report from the Officer regarding the recommended action(s) taken will be sent within fifteen (15) working days after receipt of the complaint to all parties involved.

Level Three

If the complaint is not satisfied with the resolution(s) at Level Two, the complainant may file a written appeal to the Superintendent. The appeal must occur within ten (10) working days after the complainant receives the Level Two report. The complainant may then request a meeting with the Superintendent. The Superintendent has the option of meeting with the complainant to discuss the appeal. The Level Three decision will be rendered within ten (10) working days after receipt of the written appeal.

This 3-step procedure in no way denies the right of the complainant to file a formal complaint with the Iowa Civil Rights Commission, the Federal Office of Civil Rights or other agencies available for mediation or rectification of civil rights complaint, or seek private counsel for the alleged discrimination complaint.

Reviewed: 1/9/17

Revised: 12/11/09, 12/12/11, 5/29/12, 2/24/14, 1/23/17