

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

511-Rule

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

If any person believes that the School District of Iola-Scandinavia or any part of the school organization has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (handicap), Americans with Disabilities Act of 1990 (disability) or in some way violated the Board's equal employment opportunities policy, he/she may bring forward a complaint to the Administration Office at the following address: 450 Division St., Iola, WI 54945.

Informal Complaint Procedure

The person who believes he/she has a valid basis for complaint shall discuss the concern with the Equal Opportunity Coordinator, who shall in turn investigate the complaint and reply to the complainant in a reasonably timely manner. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

Formal Complaint Procedure

- Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the Equal Opportunity Coordinator within five (5) business days of receipt of the reply to the informal complaint. The coordinator shall further investigate the matters of the complaint and reply in writing to the complainant within ten (10) business days.
- Step 2: If the complainant wishes to appeal the decision of the Equal Opportunity Coordinator, he/she may submit a signed statement of appeal to the District Administrator within five (5) business days after receipt of the coordinator's response to the complaint. Within ten (10) business days, the District Administrator shall meet with all parties involved. The District Administrator shall formulate a conclusion and respond in writing to the complaint within five (5) business days.
- Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the District Administrator's response to Step 2. In an attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representatives within thirty (30) business days of the receipt of such an appeal. The Board Secretary shall send a copy of the Board's disposition of the appeal to each concerned party within ten (10) business days of this meeting.

Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the appropriate state or federal agency and/or courts having proper jurisdiction.

A complaint may be filed directly with designated agencies as authorized by state or federal law.

APPROVED: July 12, 1993

REVISED: May 14, 2001