

POLICY: GBA-R
Adopted: November 27, 1995
Revised: November 26, 2001
Revised: September 26, 2005

EMPLOYEE DISCRIMINATION-COMPLAINT PROCEDURE

If any employee/applicant believes that the School District of Hartford Joint No. 1 or any part of the school organization has inadequately applied the principles and/or regulations of Title IX (sex) and Section 504 (disabilities) or in some way discriminates on the basis of Title VI (race, color, or national origin), he/she may bring forward a complaint to the School District of Hartford Joint No. 1 District office located at 675 E. Rossman Street, Hartford, WI 53027 or by phone at 262/673-3155.

INFORMAL PROCEDURE

The person who feels that he/she has a valid basis for a complaint shall discuss the concern with the local Title IX, Section 504 or Title VI equal employment opportunity coordinator, who shall investigate the complaint and reply to the complainant in writing within five (5) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below. The designated coordinator for the School District of Hartford Joint No. 1 is the Director of Pupil Services.

FORMAL PROCEDURE

Step 1. A written statement of the complaint shall be prepared on the form provided by the School District and signed by the complainant. This complaint shall be presented to the equal employment opportunity coordinator within ten (10) business days of receipt of the written 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 local equal employment opportunity coordinator, s/he may submit a signed statement of appeal to the School District Administrator within five (5) business days after receipt of the local coordinator's response to the grievance. The School District Administrator shall meet with all parties involved, formulate a conclusion and respond in writing to the grievance within ten (10) business days.

Step 3. If the complainant wishes to appeal the decision of the local equal employment opportunity coordinator, he/she may submit a signed statement of appeal to the School Board within ten (10) business days. In an attempt to resolve the complaint, the School Board shall meet with the concerned parties and their representatives within thirty (30) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board secretary to each concerned party within thirty (30) business days of this meeting.

Step 4. If at this point the complaint has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, PO Box 7841, Madison WI 53707.

A complaint or appeal may also be made on some of the above bases (Title IX, Section 504, Title VI, Americans with Disabilities Act) to the Office of Civil Rights, U.S. Department of Education, 300 S Wacker Drive, 8th Floor, Chicago IL 60606.

GRIEVANCE PROCEDURE – SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the District’s special education handbook.

GRIEVANCE PROCEDURE – FEDERAL PROGRAMS

Discrimination complaints relating to programs specifically governed by Federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

DISSEMINATION OF DISCRIMINATION GRIEVANCE PROCEDURES

The adopted discrimination grievance procedures shall be disseminated to students, parents, employees and others to inform them about the proper process of making a complaint. The information shall be published in student/parent/staff handbooks, news articles before the start of school and other appropriate times. Board policies shall be posted in staff lounges and guidance offices.

MAINTENANCE OF GRIEVANCE RECORDS

The local equal employment opportunity coordinator shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the grievant or complainant and his/her title or status.
2. The date the grievance was filed.
3. The specific allegation made and any corrective action requested by the grievant.
4. The name(s) of the respondents.
5. The levels of processing 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 statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

LEGAL REFERENCE: Title IX of the Federal Educational Amendments 1972
Section 504 of the Federal Rehabilitation Act 1973
Title VI of the Civil Rights Act of 1964
Americans with Disabilities Act