

PROCEDURES FOR FILING AND RESOLVING DISCRIMINATION COMPLAINTS

In the event a student wishes to file a complaint, the following procedures shall apply:

Definitions

1. **Discrimination Complaint:** A complaint alleging any policy, procedure, or practice that discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. **Student:** A student of this school district who submits a complaint alleging discrimination based on race, color, national origin, sex or qualified handicap.
3. **Equal Educational Opportunity Officer:** The EEO officer is the person designated to coordinate efforts to comply with and carry out its responsibilities under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The EEO officer is responsible for processing complaints and serves as moderator and recorder during hearings.
4. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
5. **Day:** Day means a working day; the calculation of days in complaint processing shall exclude Saturdays, Sundays and holidays.

Pre-filing Procedures

Prior to the filing of a written complaint, the student is encouraged to visit with the school building principal and reasonable effort should be made to resolve the problem or complaint.

Filing and Processing Discrimination Complaints

1. **Student:** Submits written complaint to EEO officer stating name, nature and date of alleged violation; names of persons responsible (when known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in office of the superintendent.
2. **EEO Officer:** Notifies respondent within 10 days and asks respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of student's complaints; (c) outline alternatives.
3. **Respondent:** Submits answer within 10 days to EEO officer.
4. **EEO Officer:** Within 10 days after receiving respondent's answer, EEO officer refers the written complaint and respondent's answer to the building principal. The EEO officer also schedules a hearing with the student, the respondent, and the principal.

**PROCEDURES FOR FILING AND RESOLVING
DISCRIMINATION COMPLAINTS (Cont.)**

5. Principal: Within 10 days after the hearing, issues a written decision to the student, respondent, and EEO officer.
6. Student/Respondent: If the student or respondent is not satisfied with the decision, they must notify the EEO officer within 20 days and request a hearing with the grievance committee.
7. EEO Officer: Within 10 days of request, schedules a hearing with the student, respondent, and grievance committee.
8. Grievance Committee: Within 10 days of hearing, submits a written report to the superintendent. The report shall include the committee's determination regarding the validity of the complaint and its recommendation as well as a statement of the reasons on which the findings have been based. All findings of the committee shall be determined by majority vote.
9. Superintendent: Shall consider recommendation of grievance committee and issue a final decision within 10 days after receipt of the grievance committee report.
10. The person designated to coordinate compliance activities and act as EEO officer shall be the superintendent.

General Provisions

1. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be no more than 180 days.
2. Access to Regulations: The school district shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, sex, or qualified handicap upon request.
3. Confidentiality of Records: Complaint records shall remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.