

PERSONNELEqual Opportunity PolicyGrievance Procedure

Any employee or applicant, who believes that the school district or any part of the school organization 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:

- Step 1: Any employee or applicant, who believes he/she has a valid basis for complaint, shall attempt to resolve the complaint promptly by discussion with the building principal or, in the case of the administration building with his/her supervisor. The complaint should be in writing, using the appropriate forms, and describe in as much detail as possible the facts of the situation. The principal or supervisor shall keep a written record of the discussion and render a written decision by certified mail, return receipt requested, within ten (10) working days.
- Step 2: If the complaint is not resolved in Step 1, the complainant may file the complaint in writing with the district administrator, or designee. The complaint must be filed within ten (10) working days of the decision in Step 1 and must be by certified mail, return receipt requested. A copy of the complaint must also be mailed to the principal or supervisor involved. The district administrator, or designee, shall arrange a meeting to discuss the complaint. Subsequent meetings may be scheduled as agreed to by both parties. The district administrator, or designee, shall give a written answer to the complainant by certified mail, return receipt requested, within ten (10) working days after the final meeting regarding the complaint.
- Step 3: If the complaint is not resolved in Step 2, the complainant may file the complaint in writing with the Board Clerk. The complaint must be filed within ten (10) working days after the receipt of the district administrator's, or designee's decision, and must be by certified mail, return receipt requested. The Board shall consider the complaint at the earliest appropriate meeting at which time the complainant shall have the right to present his/her position to the Board. The Board shall within thirty (30) working days after the meeting advise the complainant in writing by certified mail, return receipt requested, of the action taken with regard to the complaint.
- Step 4: If the complainant is not satisfied with the Board's decision, or in lieu of utilizing these complaint procedures, the complainant may utilize alternate actions available under state or federal laws (e.g. appeal to State Superintendent of Public Instruction (teachers), filing of the complaint with the Equal Rights Division of the Department of Industry, Labor and Human Relations, the Office for Civil Rights - Region V and/or the courts having proper jurisdiction).

All complaints will be kept in strict confidence from uninvolved parties, and under no circumstances, will any retaliatory measures be taken against any complainant.

Rule Approved: November 14, 1978  
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 GDM:mja

BOARD OF EDUCATION  
 D.C. Everest Area School District  
 6300 Alderson Street  
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