

GRIEVANCE PROCEDURE

It is the policy of the Washington Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Veta Thode – Curriculum Director

(319) 653-6543

vthode@washington.k12.ia.us

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Level One - Principal, Immediate Supervisor or Personnel Contact Person (Informal and Optional - may be bypassed by the Complainant)

Employees with a complaint of discrimination are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination, are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

Filing a complaint – If the grievance is not resolved at Level One and the Complainant wishes to pursue the grievance, the Complainant may formalize it by filing a complaint in writing on a Complaint Form, which may be obtained from the Compliance Officer. An alternate will be designated in the event it is claimed that the compliance officer or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within fifteen working days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The complainant will state the nature of the complaint and the remedy requested. The compliance officer shall assist the Complainant as needed.

Investigation – Within fifteen working days, the compliance officer will begin the investigation of the complaint or appoint a qualified person to undertake the investigation.

If the Complainant is under 18 years of age, the compliance officer shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy.

Within sixty working days, the compliance officer shall complete the investigation and issue a report with respect to the findings.

The compliance officer shall notify the Complainant and Respondent of the decision within five working days of completing the report. Notification shall be by U.S. mail, first class.

Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, either party may appeal it to Level Three by presenting a written request within ten working days after receiving the decision by the compliance officer, detailing why he/she believes the decision should be reconsidered. The compliance officer shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the compliance officer to gather additional information. The superintendent shall notify the Complainant, Respondent, and the compliance officer of the decision within five working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the Complainant may file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

The Compliance Officer is:

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Washington, Iowa 52353
Phone Number: (319) 653-6543
Email Address: vthode@washington.k12.ia.us