

SCHOOL DISTRICT OF MAYVILLE

511-Rule

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

Any person who believes that the School District of Mayville 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 person who believes he/she has a valid basis for complaint shall attempt to resolve the complaint promptly by discussion with the building principal or his/her immediate supervisor. The complaint should be in writing 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, provide a copy to the complainant, and render a decision.
- 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 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 issue his/her decision, in writing, to the complainant 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 of Education. The Board shall consider the complaint at its next scheduled meeting at which time the complainant shall have the right to present his/her position to the Board. After the meeting, the Board shall advise the complainant in writing 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 pursue alternate actions available under state or federal laws (e.g. appeal to State Superintendent of Public Instruction (for teachers), filing of complaint with the Equal Rights Division of the Department of Workforce Development, the U.S. Office for Civil Rights - Region V and/or the courts having proper jurisdiction).

Responses to discrimination complaints shall be made within any timelines established by law.

Maintenance of Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept for each complaint filed and, at a minimum, should include:

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name and address 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 determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

APPROVED: November 20, 2000
ADOPTED: December 18, 2000
REVIEWED:
REVISED:

Signatures of School Board Members:

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