



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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511 Rule

## Employee Nondiscrimination Complaint Procedures

The River Valley School District does not discriminate on the basis of race, color, national origin, sex, disability, or age, religion, political affiliation, ancestry, creed, pregnancy, marital status, citizenship status, gender, sexual orientation, arrest or conviction record, genetic information, military service, use or non-use of lawful products off the district's premises during non-working hours, and declining to attend a meeting or participate in any communication about religious or political matters or any other reason prohibited by state or federal laws, or any other factor provided for by federal laws and regulations, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding non-discrimination policies: Business Manager, 660 W. Daley, Street, Spring Green, WI 53588, 608-588-2551, and Pupil Services Director, 660 Varsity Blvd., Spring Green, WI 53588, 608-588-2554.

This policy is intended to address employee complaints of discrimination but will not be used to address employee complaints of sexual harassment under Title IX of the Education Amendments of 1972. Complaints of sexual harassment under Title IX will be addressed in Policy 511.2.

If any person believes that the River Valley School District has inadequately applied the principles and/or regulations of Title VI, Title IX and Section 504 or in some way discriminates, he/she may file a complaint in accordance with the following procedures:

1. Any complaint alleging noncompliance with the district's general nondiscrimination policy shall be made in writing and include a statement of the facts comprising the alleged noncompliance. Such complaints must be signed and dated. Informal resolution, where appropriate, is desired. However, if after a reasonable period of time, no resolution has been reached, the following formal procedure will be followed.
2. Complaints alleging noncompliance with the district's general nondiscrimination policy shall be referred to the District Administrator, except as otherwise provided. The District Administrator shall review the facts comprising the alleged noncompliance, meet with all the parties involved, formulate a conclusion and respond to the complainant and the person(s) complained against in writing within 15 business days of receiving a complaint unless the district administrator determines that more time is necessary to fully investigate the complaint. In the event more time is needed, the district administrator shall inform both the complainant and the person(s) against whom the complaint is filed that additional time is needed to investigate and shall provide the complainant with a date by which the investigation will be completed. In appropriate circumstances, the District Administrator may request that an outside investigator be appointed to conduct an investigation into the allegations raised in the complaint.

3. If the complainant is not satisfied with the District Administrator's decision, he/she may appeal the decision in writing to the Board within 15 business days of receipt of the decision. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 business days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant, the person(s) complained against and the district administrator.
  
4. Complaints alleging noncompliance with the district's general nondiscrimination policy by the district administrator shall be referred to the Board directly by filing such complaints with any member of the Board. The Board shall, at its next regular Board meeting or at a special meeting, appoint a qualified individual to review the facts comprising the alleged noncompliance, meet with all the parties involved, formulate a conclusion and respond to the complainant in writing within 15 business days of receiving a complaint. If the complainant is not satisfied with the investigator's decision, he/she may appeal the decision in writing to the Board within 15 business days of receipt of the decision. The Board shall hear the appeal at its next regular meeting or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 business days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and district administrator.

A complainant may file a complaint directly, or an appeal, with designated agencies as authorized by state and federal law: appeal to the State Superintendent of Public Instruction (for teachers and administrators), Equal Rights Division of the Department of Workforce Development, the U. S. office for Civil Rights- Region V in Chicago, and/or the courts having proper jurisdiction.

Records of complaints, proceedings, and resolution will be maintained by the District Administrator or his or her designee in the District Office.

LEGAL REF.: Title VI, Civil Rights Act of 1964  
 Title IX, Education Amendments of 1972  
 Section 504 of Rehabilitation Act of 1973  
 Americans with Disabilities Act of 1990  
 Civil Rights Act of 1991  
 Age Discrimination in Employment Act of 1967  
 Genetic Information Nondiscrimination Act of 2008  
 Uniformed Services Employment and Reemployment Rights Act (USERRA)  
 Wisconsin Statute Section 111.321

CROSS REF.: Policy 411-Rule – Student Nondiscrimination Complaint Procedures  
 Policy 511—Equal Opportunity Employment  
 Policy 511.2 Title IX: Sexual Harassment Policy for Employees

APPROVED: February 9, 1989  
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