



# 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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## Equal Opportunity Employment

The River Valley School District is an equal opportunity employer. Personnel hiring and administration in the district shall be conducted so as not to discriminate against applicant or employee. The River Valley School District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, ancestry, creed, pregnancy, marital status, citizenship status, political affiliation, gender or 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 in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Reasonable workplace accommodations shall be made, upon request, for qualified individuals with a disability, unless such accommodations would impose an undue hardship to the District. Accordingly, the District will provide reasonable accommodations to qualified individuals with disabilities when such are directly related to performing the essential function of a job. An employee or applicant requiring a modified work environment as the result of a disability may request a reasonable accommodation. To request an accommodation, the employee or applicant may provide a request verbally or in writing, which includes an option to complete and submit the Disability Accommodation Request Form, which will be available upon request. As part of this request, the employee or applicant may be required to provide medical verification of the need for the accommodation and may be required to sign an Authorization for Release of Medical Records to allow the District to communicate with the employee's health care providers. All information received during this process, whether written or verbal, will be kept confidential and disclosed only to those individuals who are relevant to the decision process. The District Administrator and Business Manager will review requests for accommodation. Approved accommodations will be reevaluated periodically to ensure that they remain necessary, reasonable, and effective.

The following people have been designated to handle inquiries regarding non-discrimination policies: Brian Krey, Business Manager, 660 W. Daley, Street, Spring Green, WI 53588, 608-588-2551, [bkrey@rvschools.org](mailto:bkrey@rvschools.org) and Lisa Kjos, Pupil Services Director, 660 Varsity Blvd., Spring Green, WI 53588, 608-588-2554, [lkjos@rvschools.org](mailto:lkjos@rvschools.org)

The district will carefully and systematically examine all of its employment policies and practices to be sure they do not either purposely or inadvertently operate to the detriment of any persons.

Application forms, hiring practices and personnel administration shall be periodically evaluated relative to equal opportunity employment. Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship to the district. The district shall also accommodate the religious practices of employees to the extent required by law.

Discrimination complaints shall be processed in accordance with established procedures.

The administrative staff shall be responsible for effectively implementing all nondiscrimination policies.

Exceptions to this policy may only be made in accordance with state and federal laws.

LEGAL REF.: Americans with Disabilities Act of 1990  
Americans with Disabilities Amendment Act of 2008  
Civil Rights Act of 1991  
Title IX, Education Amendments of 1972  
Title VI & VII, Civil Rights Act of 1964  
Section 504, Rehabilitation Act of 1973  
Age Discrimination Act of 1967  
Sections 111.31 - 111.395 Wisconsin Statutes  
118.195  
118.20  
Immigration Reform & Control Act

CROSS REF.: Policy #511 Rule - Employee Discrimination Complaint Procedures  
Policy #511 Exhibit – Disability Accommodation Request Form

APPROVED: June 8, 1989  
REVISED: June 8, 1995  
APPROVED: July 13, 1995  
REVISED: August 12, 1999  
APPROVED: September 9, 1999  
REVISED: August 14, 2014  
APPROVED: September 11, 2014  
REVISED: July 11, 2019  
APPROVED: August 8, 2019  
REVISED: June 11, 2020  
APPROVED: July 9, 2020