



STILLWATER  
AREA  
SCHOOLS

## RESULTS

Policy Title	Policy Level	Date Approved
<b>Nondiscrimination</b>	<b>R 1.3.1</b>	Policy Adopted: 6-7-76 Amended: 5-8-85 Amended: 9-24-87

It is the policy of I.S.D. 834 that I.S.D. 834, in compliance with current state and federal statutes and regulations and in recognition of its obligation to provide equal opportunity in education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regards to public assistance, membership or activity on a local commission, disability or age in the following areas:

- A. Education Practices
  1. Access to course offerings
  2. Curricular materials
  3. Counseling practices
  4. Co-curricular activities
  5. Use of school facilities
- B. Employment Practices
  1. Advertising
  2. Pre-employment inquiries
  3. Employment criteria
  4. Hiring and termination
  5. Job classification and structure
  6. Promotions

Grievance procedures are defined and timelines identified and officers designated in the attendant administrative regulations and procedures.

## **ADMINISTRATIVE PROCEDURES AND REGULATIONS**

### Implementation

- A. This policy statement shall be distributed to all employees of the district, to students and parents, and to all unions or professional organizations holding collective bargaining or professional agreements with the district. A statement of the district's policy of nondiscrimination shall be contained on each and all materials used for recruitment of employees and on the application forms.
- B. The superintendent shall designate a complaint officer who as one of his/her responsibilities will maintain a file of all complaints, and act as consultant in grievance matters. All students, parents, and employees shall be notified of the name, office, location, and phone number of this designee.
- C. The district shall adopt and publish a grievance procedure providing for resolution of student, parent, and employee complaints of discrimination covered under this policy.
- D. Administrators, teachers, counselors, media specialists, and co-curricular advisors will make their best efforts to provide whatever

learning materials, facilities, activities, activities, and experiences as are needed to eliminate stereotyped roles for all groups of people.

- E. The district shall conduct evaluations of education and employment practices on an on-going basis to identify and eliminate any areas of discrimination.

Adopted: 6-8-76  
Amended: 5-8-85  
Amended: 9-24-87

## **Grievance Procedure**

### I. Grievance Procedure—Title IX

The grievance procedure is established for use by parents, guardians, students and district employees, as an orderly means of resolving disputes within the district about alleged discriminatory acts. These are acts reflecting a bias against a given sex, race, religion, color, creed, national origin, age, marital status, disability, status with regards to public assistance or membership or activity on a local commission.

This procedure may be used by any person who has a complaint against an individual within the district or against the school district for alleged discriminatory acts in violation of state discrimination.

Nothing herein provided shall abridge or in any way limit the right of any individual to seek enforcement of state and federal laws by immediate appeal to any appropriate state or federal agency. Any complaints filed by outside agencies must, under the law, be filed against the school district.

**RATIONALE:** To ensure the district abides by state and federal law.

### II. Section I: Definition

**Grievance:** A complaint about an alleged violation, misinterpretation, or inequitable application of state and federal laws and regulations or district policy designed to provide equality in the educational program and employment practices.

**Grievant:** A parent, guardian, student, or district employee who in a written complaint alleges that in the past 180 days there is or has been a violation, misinterpretation, or inequitable application of state and federal laws and regulations or district policy and procedures designed to provide equality in the educational program and employment practices.

**Days:** Days shall mean calendar days.

### III. Section II: Participants

At each of three steps in the grievance procedure the grievant and the alleged discriminator shall be given the opportunity to be heard. The parties to a grievance may be represented during any step of the procedure by any person or agent designated by such parties to act in their behalf.

#### IV. Section III: Waiver of Step (s) and Time Limits

The number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. The parties, by mutual written agreement, may waive any step and extend any time limit in the grievance procedure.

In the event, however, that a grievant fails to appeal the grievance from one level to another within the time periods herein provided, the grievance shall be forfeited. In the event that a supervisor or superintendent does not process the grievance within the time periods herein provided it shall operate as a denial and the grievant may proceed to the next step.

In the event that the relief requested by the grievant involves monetary or personnel considerations, the grievance shall automatically move to Step 2.

#### Section IV: Withdrawal

A complaint may be withdrawn by the grievant at any time.

#### V. Section V: Procedure

Informal: The grievant should first attempt to resolve the complaint through a joint conference with the person (s) who allegedly discriminated and the equal opportunity supervisor. Utilization of this informal procedure is encouraged before a formal grievance can be filed. The request for a conference should be made in writing within fifteen (15) days after the request is submitted. A decision at this level must be made within fifteen (15) days following the date of the joint conference. If the grievance is not resolved informally, the formal grievance procedure may be invoked.

#### Formal:

##### Step 1

If the matter is not resolved at the informal conference level a grievant shall supply the information listed below in written form and submit the grievance to the equal opportunity supervisor within fifteen (15) days after the decision is rendered following the informal conference.

The complaint shall include the following information:

1. Name of grievant
2. Name of person alleged to have discriminated
3. Nature of the grievance
4. Facts upon which the grievance is based
5. Relief requested

Within ten (10) days after the receipt of the written complaint, the equal opportunity supervisor shall arrange a meeting with the complainant involved in an effort to resolve the grievance. A decision at this level must be made in writing within fifteen (15) days following the date of the meeting referred to above.

If a resolution of the grievance results from this step, the terms of the resolution shall be put in writing and the document signed by all participants.

VI. Step 2

If the grievance is not satisfactorily resolved as provided in Step 1, it may be appealed to the superintendent or designee, provided such appeal is made within fifteen (15) days after receipt of the decision in the preceding step. The grievant will send a copy of this appeal to the equal opportunity supervisor who will serve as a consultant to the superintendent.

Within ten (10) days after receipt of the appeal, the superintendent or designee shall meet with the parties involved, and shall issue a decision in writing within fifteen (15) of such a meeting.

Legal Reference: Title VII Civil Rights Act of 1964 42 U.S.C.  
Title IX Education Amendments of 1972, 20 U.S.C. 1681-6  
363.03 Unfair discriminatory practices  
363.06 Grievances

Equal Employment Opportunity Commission  
Regional Office  
342 N Water Street  
Milwaukee, WI 53202