

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**511-Rule (1)**

**EMPLOYMENT DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES**

Any employee or applicant for employment who believes that the District or any part of the school organization has in some way violated the District's equal opportunity employment policy, or any state or federal nondiscrimination law, may bring forward a complaint as outlined below:

Informal Procedure

Anyone who believes he/she has a valid basis for complaint shall discuss the concern with the appropriate principal who will investigate the complaint and reply to the complainant. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

Formal Complaint Procedure

- Step 1: A written complaint statement shall be prepared by the complainant and signed. It shall be presented to the District Administrator who shall undertake an investigation of the suspected infraction. He/she shall review with the appropriate principal and other appropriate persons the facts comprising the alleged discrimination, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
- Step 2: If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the School Board. 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 record its decision in writing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.
- Step 3: If the complainant is not satisfied with the Board's decision, or in lieu of utilizing these complaint procedures, the complainant may pursue other avenues offered by law to deal with the discrimination complaint procedures (i.e. appeal to the 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 courts having proper jurisdiction).

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

Maintenance of Complaint Records

Records of all complaints shall be kept for the purpose of documenting compliance. The records shall include information on all levels of the complaint and appeals. The records 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(s) and address(es) 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 statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

CROSS REF: 511, Equal Opportunity Employment  
511-Rule (2), Procedures for Employee Accommodations under Section 504  
512, Sexual Harassment of Employees

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