

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 511 - EQUAL OPPORTUNITY EMPLOYMENT/ COMPLAINT PROCEDURES**

- A. Anyone who believes he/she has a valid basis for complaint will discuss the concern with the building principal or one of the district's administrative directors 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.
1. A written complaint statement will be prepared by the complainant and signed. A complaint form is available (Exhibit 1). The District Administrator will acknowledge receipt of the written complaint within 15 days of receipt of the original written complaint.
  2. The District Administrator, upon receiving such a written complaint, will immediately undertake an investigation of the suspected infraction. He/she will review with building principals and other appropriate persons the facts comprising the alleged discrimination. The District Administrator will 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 within 45 days of receipt of the original complaint unless the parties agree to an extension of time.
  3. If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board of Education within 15 days of receipt of the decision. The Board will hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board will make its decision in writing. Copies of the written decision will be mailed or delivered to the complainant and the District Administrator.
  4. A complainant may file a complaint directly, or on appeal, with designated agencies as authorized by state and federal law; 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. Teachers and administrators may also appeal to State Superintendent of Public Instruction.
- B. Records of all complaints will be kept for the purpose of documenting compliance and past practices. The records will include information on all levels of the complaint and any appeals. The records should include:
1. The name of the complaint 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) 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.

ADOPTION DATE: May 9, 2005

REVISION DATE(S): May 11, 2015; February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 511 Equal Opportunity Employment

LEGAL REFERENCE: Titles VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Title IX Regulation Implementing Education Amendments of 1972  
Section 504, Rehabilitation Act of 1973  
Age Discrimination Act of 1975  
Americans with Disabilities Act of 1990  
Civil Rights Act of 1991  
Immigration Reform and Control Act  
Sections 111.31-111.395 Wisconsin Statutes  
Section 118.195 Wisconsin Statutes  
Section 118.20 Wisconsin Statutes