

Any person who believes that the School District Of Altoona has failed to follow employment nondiscrimination laws, or in some way has discriminated against an employee or applicant for employment in violation of the District's equal opportunity employment policy, 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 building principal or immediate supervisor 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**

If the complaint involves alleged improper behavior by the designated person to whom the complaint is to be filed, the complaint should be filed with the next highest authority listed in the 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 immediately undertake an investigation of the suspected infraction. He/she shall review with building principals 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 make its decision in writing. A copy of the written decision shall be mailed or delivered to the complainant.
- 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 alternate actions available under state or federal laws (e.g. appeal to State Superintendent of Public Instruction (for teachers/administrative personnel), filing of complaint with the 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).

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

## **Maintenance of Complaint Records**

Complaint records shall be maintained for the purpose of documenting compliance. Records shall be kept for each complaint filed and, at a minimum, 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 and address 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 determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

Approved: 06/02/14