

## EDUCATIONAL PHILOSOPHY

### *Series 100*

**Policy Title:** Complaints of Discrimination/ Harassment

**Code Number:** AR103(b)

Date Filed: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Building/Assignment (if an employee): \_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

The complainant is a(an):

student

parent

employee

applicant for employment with Sioux City Community School District

other

First Adoption: July 10, 1984

Revision Adoption: February 11, 1997(Reviewed 12/3/99)/ January 11, 2000/April 14, 2008

Legal Reference: See Legal References for Policy No. 103

Cross Reference: 103

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The complainant believes discrimination has occurred based on:

- race
- color
- creed
- religion
- national origin
- gender
- age
- disability
- veteran status
- gender identity
- sexual orientation
- other

Date of Alleged Violation: \_\_\_\_\_

Summarize the incident or occurrence as accurately as possible. Attach additional sheets if necessary:

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Describe the remedy sought:

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Signature of Complainant: \_\_\_\_\_

Date: \_\_\_\_\_

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Date Received by the Director of Educational Equality/Affirmative Action: \_\_\_\_\_

Date of Level Two Investigation of Compliance Violation Report: \_\_\_\_\_

Signature of Director of Education Equity/Affirmative Action: \_\_\_\_\_

## PROCEDURES

All complaints will be fully investigated and when necessary the District will take prompt and appropriate remedial action reasonably calculated to end any discrimination or harassment. Steps shall be taken by the District to keep all investigations, reports and decisions confidential. There will be no retaliation against or adverse treatment of, any individual who submits a report or provides assistance to the District during the investigation of any report.

All complaints that implicate Section 504 concerns shall be forwarded to the Section 504 Coordinator and will be treated in accordance with AR103.12.

### **Level One – Director of Human Resources, Building Principal\***

Complaints should be submitted within fifteen (15) days of the event which is the subject of the complaint, or as soon thereafter as is reasonably possible. Students and their parents/legal custodians and employees assigned to a specific school building, should make an appointment with the building principal. Applicants for employment and employees who are not assigned to a specific school building should make an appointment with the Director of Human Resources. Every effort will be made to resolve the complaint informally at this level. The Director of Human Resources or building principal shall provide a written response within five (5) working days after the initial report. This level is optional and may be bypassed if the complainant wishes to file a formal complaint by following the procedure in Level Two, below.

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**Level Two – Director of Educational Equity/Affirmative Action\***

In the event the complainant is not satisfied with the decision made at Level One, the complainant may formalize the complaint in writing on a Form for Complaint of Discrimination, which may be obtained from the Equity Office. The form must be submitted to the director of educational equity/affirmative action within five (5) working days after receipt of the response at Level One, or as soon thereafter as reasonably possible. The complainant may request that a meeting concerning the complaint be held with the director of educational equity/affirmative action. A parent, guardian or other counsel may accompany a minor student. The director of educational equity/affirmative action will investigate the complaint and attempt to resolve it.

Within ten (10) working days after receipt of the complaint, a written Level Two Investigation of Compliance Violation Report from the director of educational equity/affirmative action regarding findings and action taken will be sent to the complainant, other involved parties, as well as the superintendent. If the complainant chooses to by pass Level One and proceed to Level Two, the written complaint must be received within fifteen (15) working days from the time the incident occurred, or as soon thereafter as reasonably possible.

**Level Three – Superintendent\***

In the event the complainant is not satisfied with the decision made at Level Two, the complainant may submit a written appeal to the superintendent within five (5) working days after receipt of the Level Two Investigation of Compliance Violation Report. Either the complainant or the Superintendent may request a meeting with the other to discuss the appeal. Within five (5) working days after receipt of the complainant's written appeal, or within five (5) working days after meeting with the complainant, the Superintendent will send a decision in writing to the complainant and other involved parties.

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**Level Four – Board of Directors\***

In the event the complainant is not satisfied with the decision made at Level Three, the complainant may submit a written appeal to the Board of Directors within ten (10) working days after receipt of the Level Three decision. The complainant may request a meeting with the Board of Directors. Within twenty (20) days after receipt of the written appeal, the Board of Directors shall determine what action should be taken to resolve the complaint. The decision of the Board of Directors shall be final and a written copy of the decision will be delivered to the complainant within five (5) working days after the decision is made.

**\*This is applicable to all levels:**

At no point should a complainant be required to make or submit a complaint to the individual they are alleging engaged in discriminatory or harassing conduct. In the event that the above process would require the complainant to do so, the complainant should make their complaint directly to the Director of Educational Equity, Educational Equity Office, Education Service Center, Sioux City Community Schools, 1221 Pierce Street, Sioux City, IA 51105-1497, (712) 279-6075. If the complaint involves the Director of Educational Equity, the complaint may be made to any District administrator located in the Education Service Center.

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