

CIVIL RIGHTS COMPLAINT PROCEDURE

Lewis Central Community School District students, parents of students, employees, applicants for employment and others having business or contact with the District who feel they have been subject to denial of rights in their dealings with or education by the District shall have the right to file a formal complaint alleging discrimination under federal and/or state regulations requiring non-discrimination in programs and employment.

**Level One – Principal or Immediate Supervisor
(Informal and Optional – may be bypassed by the Complainant)**

Employees who have a complaint of discrimination based upon their gender, race, national origin, religion, age, or disability are encouraged to first discuss the problem and/or the alleged discriminatory event with their principal or immediate supervisor, with the objective of resolving the matter informally.

A student, a parent of a student, an applicant for employment or others having business or contact with the District who have a complaint of discrimination based upon gender, race, national origin, religion, age, or disability are encouraged to discuss the problem and/or the alleged discriminatory event with the instructor, counselor, supervisor, building administrator, or program administrator directly involved, with the objective of resolving the matter informally.

Level Two – The Equity Coordinator

If the complaint is not resolved informally and the Complainant wishes to pursue the matter, a formal written complaint may be filed with the District's Equity Coordinator on a form provided by the Coordinator. An investigation of harassment or other discrimination may be initiated without a complaint by the Equity Coordinator, with the approval of the superintendent or the Board of Directors; the Superintendent; and/or the Board of Directors.

The written complaint shall include at least: (1) full name, address and telephone number of the complainant; (2) complainant's relationship to the District; (3) the nature of the complaint; (4) specifics about the incident(s) resulting in the complaint, (including date, time, place of occurrence, if known); (5) full name and other identifying information about the alleged violator; (6) names, addresses, telephone numbers of witnesses and (7) the remedy requested. The complaint may be accompanied by other relevant documents and/or evidence. (See Board Policy 104 for types of relevant evidence in a harassment complaint.)

The formal, written complaint must be filed with the office of the Equity Coordinator within fifteen {15} working days either from the date of the event giving rise to the complaint, or from the date the complainant could reasonably have become aware of such occurrence.

After, or as part of filing the complaint, the complainant may request that a meeting concerning the complaint be held with the Equity Coordinator. A complainant who is a minor student may be accompanied at any such meeting by a parent or guardian.

The Equity Coordinator shall be responsible for investigating the complaint. The investigation shall be confidential and include, but not be limited to: interviewing and/or obtaining written statements from the complainant, witnesses, and the alleged violator.

The investigation will be impartial and if requested every effort will be made to protect the parties' confidentiality.

A written, confidential Discrimination Complaint Report will be sent by certified mail or hand delivered to the complainant (or their parent), the alleged discriminator and the immediate supervisor, school principal or program administrator directly involved within ten {10} working days after receipt of the formal complaint. The Superintendent may approve a ten {10} day extension of time if circumstances justify the same.

This report shall include a statement of the findings of the investigation with a clear statement that, in the investigator's opinion, the complaint is founded, unfounded, or unclear. The Equity Coordinator shall determine the action to be taken, (discipline, further investigation, or dismissal of the complaint), and/or provide a statement of resolution of the complaint.

Legal Reference:

Cross Reference:

Adopted:	10/19/2015
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