

## EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Mount Ayr Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Lynne Wallace, 1001 East Columbus, Mount Ayr, IA 50854; Ph: 641-464-0508; email – [lynne.wallace@mtayrschools.org](mailto:lynne.wallace@mtayrschools.org)

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Legal Reference:           20 U.S.C. §§ 1221 et seq.  
                                   20 U.S.C. §§ 1681 et seq.  
                                   20 U.S.C. §§ 1701 et seq.  
                                   29 U.S.C. § 206 et seq.  
                                   29 U.S.C. § 794  
                                   42 U.S.C. §§ 2000d and 2000e.  
                                   42 U.S.C. §§ 12101 et seq.  
                                   34 C.F.R. Pt. 100  
                                   34 C.F.R. Pt. 104  
                                   Iowa Code §§ 216.6; 216.9; 256.11, 280.3  
                                   281 I.A.C. 12.

Cross Reference:           101   Educational Philosophy of the School District  
                                   401.1 Equal Employment Opportunity  
                                   500   Objectives for Equal Educational Opportunities for Students  
                                   506.1 Student Records

Approved October 12, 2015

Reviewed: October 12, 2015

Revised: October 12, 2015

ANNUAL NOTICE OF NONDISCRIMINATION

The Mount Ayr Community School District offers career and technical programs in the following areas of study:

Vocational Agriculture, Business, Marketing & Family Consumer Science, Industrial Arts.

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CONTINUOUS NOTICE OF NONDISCRIMINATION

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## NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

The Mount Ayr Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- • Participation of your child in school district programs and activities; including extracurricular programs
- and activities, to the maximum extent appropriate, free of discrimination based upon the student's
- disability and at the same level as students without disabilities.
- • Receipt of free educational services to the extent they are provided students without disabilities;
- • Receipt of information about your child and your child's educational programs and activities in your native language.
- • Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- • Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- • Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement;
- you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

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COMPLAINT FORM  
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint:

\_\_\_\_\_

Name of Complainant:

\_\_\_\_\_

Are you filling out this form for

\_\_\_\_\_

yourself or someone else (please  
identify the individual if you are

\_\_\_\_\_

submitting on behalf of someone  
else):

Who or what entity do you believe

\_\_\_\_\_

discriminated against, harassed, or  
bullied you (or someone else)?

Date and place of alledged

\_\_\_\_\_

incident(s):

\_\_\_\_\_

Names of any witnesses (if any):

\_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

- |   |                         |                              |
|---|-------------------------|------------------------------|
| Age   | Physical Attribute      | Sex                          |
| Disability                                    | Physical/Mental Ability | Sexual Orientation           |
| Familial Status                               | Political Belief        | Socio-economic<br>Background |
| Gender Identity                               | Political Party         | Other-Please Specify:        |
| Marital Status                                | Preference              |                              |
| National Origin/Ethnic<br>Background/Ancestry | Race/Color              |                              |
|   | Religion/Creed          |                              |

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attached additional pages if necessary.

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

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

WITNESS DISCLOSURE FORM

Name of Witness:

\_\_\_\_\_

Date of interview:

\_\_\_\_\_

Date of initial complaint:

\_\_\_\_\_

Name of Complainant (include whether the Complainant is a

student or employee):

\_\_\_\_\_

Date and place of alleged

incident(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Respondent (include

whether the Respondent is a student or employee):

\_\_\_\_\_

\_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

- |                        |                            |                       |
|------------------------|----------------------------|-----------------------|
| Age                    | Physical Attribute         | Sex                   |
| Disability             | Physical/Mental Ability    | SexualOrientation     |
| Familial Status        | Political Belief           | Socio-economic        |
| Gender Identity        | Political Party Preference | Background            |
| Marital Status         | Race/Color                 | Other-Please Specify: |
| National Origin/Ethnic | Religion/Creed             |                       |
| Background/Ancestry    |                            |                       |

Summary of Investigation:

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I agree that all of the information on this form is accurate and true to the best of my knowledge

Signature:

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Date:

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DISPOSITION OF COMPLAINT FORM

Date:

\_\_\_\_\_

Date of initial complaint:

\_\_\_\_\_

Name of Complainant (include whether the Complainant is a

student or employee):

\_\_\_\_\_

Date and place of alleged

incident(s):

\_\_\_\_\_

\_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

Age  
Disability

Physical Attribute  
Physical/Mental Ability

Sex  
Sexual Orientation  
Socio-economic  
Background

Familial Status

Political Belief  
Political Party

Gender Identity  
Marital Status  
National Origin/Ethnic  
Background/Ancestry

Preference  
Race/Color

Other-Please Specify:

Religion/Creed

Description of incident witnessed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge

Signature:

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Date:

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### GRIEVANCE PROCEDURE

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Students, parents of students, employees, and applicants for employment in the school district shall have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

#### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

#### **Investigation**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter “equity coordinator”). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision with 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

**Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision with 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking regress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the state timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.