

EQUAL OPPORTUNITY EMPLOYMENT COMPLAINT PROCEDURE

If any person believes that the Granton Area School District has unlawfully discriminated against an employee or applicant for employment on any basis set forth in Chapter 7, Section B, he/she may bring forward a complaint.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by email, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator / Compliance Officer. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address list for the Title IX Coordinator/Compliance Officer.

Chapter 1, Section F relates to reports or complaints of sexual harassment against employees under state and federal laws, exception Title IX sexual harassment. Chapter 7, Section BB relates to reports and formal complaints concerning Title IX sexual harassment against employees, and such reports and formal complaints will be processed under those policies.

The individual below, or his or her designee, is designated and authorized to serve as the District's Title IX Coordinator/Compliance Officer:

Building Principal
Granton Area School District
217 North Main Street
Granton, WI 54436
Telephone: 715-238-7292

INFORMAL PROCEDURE

The person who believes he/she has a valid basis for complaint shall discuss the concern with the Title IX Coordinator/Compliance Officer, who shall in turn investigate the complaint and reply to the complainant in writing within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

FORMAL GRIEVANCE PROCEDURE

STEP 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Title IX Coordinator/Compliance Officer within five (5) business days of receipt of the written reply to the informal complaint. The Title IX Coordinator/Compliance Officer, or his or her designee, shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

STEP 2: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of her/his receipt of the Title IX Coordinator/Compliance Officer's (or his or her designee's) response in step 1. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each concerned party within ten (10) business days of this meeting by certified mail.

Nothing in this procedure shall preclude individuals from filing a complaint directly with a state or federal agency as authorized by federal law.

Adopted:	February 10, 1981
Revised:	February 14, 2012, December 9, 2013, September 14, 2020

Legal	Section 111.31-111.395 Wisconsin Statutes; 118.195; 118.20
References:	Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX, Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1967; Pregnancy Discrimination Act (42 U.S.C. s. 2000c); Americans with Disabilities Act of 1990; Genetic Information Nondiscrimination Act of 2008; Uniformed Services Employment and Reemployment Rights Act (USERRA) Immigration and Nationality Act (Title II, Chapter 8, Act 274B)