

EQUAL OPPORTUNITY EMPLOYMENT

GBA

It is the policy of the School District of Neillsville (District) that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Any questions concerning the application of this policy, including application of Title IX, should be directed to the Title IX Coordinator(s), to the Assistant Secretary of the Department of Education, or both.

The individuals listed on the next page, or their designees, are designated and authorized to serve as the District's Title IX Coordinators:

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, or by telephone, using the contact information listed for the Title IX Coordinator(s). Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator(s).

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

EQUAL OPPORTUNITY COMPLAINT PROCEDURES

A. Informal Complaint Procedure

The District encourages informal resolution of complaints under this policy. If any person believes that the School District of Neillsville or any part of the school organization has failed to follow the law or in some way discriminates against them on the basis listed above, he/she may bring or send a complaint to the Title IX Coordinator(s):

Initial Adoption: 8/31/20

Final Adoption: 9/14/20

Julia Backaus, High School Counselor
School District of Neillsville
401 Center Street
Neillsville, WI 54456
(715)743-8713
email: jbackaus@neillsville.k12.wi.us

Kory Poeschel, Middle School Principal
School District of Neillsville
504 E. 5th Street
Neillsville, WI 54456
(715)743-8806
email: kpoeschel@neillsville.k12.wi.us

B. Formal Complaint Procedure

Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to John Gaier, District Administrator, within ten (10) business days of receipt of the written reply to the informal complaint. The district administrator shall further investigate the matters of the grievance and reply in writing to the complainant within twenty (20) 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 ten (10) business days of his/her receipt of the district administrator'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 twenty (20) 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 clerk to each concerned party within twenty (20) business days of this meeting by certified mail.

Step 3: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, Washington D.C. 20201.

The District will prominently display its nondiscrimination policy and contact information for the Title IX Coordinators on the District's website and in each handbook or catalog that it makes available to applicants for admission (if applicable) and employment; student, parents, or legal guardians of elementary and secondary school students; employees; and unions or professional organizations holding collective bargaining or professional agreements.

The District will provide notice of the nondiscrimination policy and the contact information for the Title IX Coordinators to applicants for admission (if applicable) and employment; student, parents, or legal guardians of elementary and secondary school students; employees; and unions or professional organizations holding collective bargaining or professional agreements.

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The District will provide notice of its grievance procedure for Title IX complaints under this policy and its grievance process for formal complaints under Policy GBAB for sexual harassment under Title IX to applicants for admission (if applicable) and employment; student; parents, or legal guardians of elementary and secondary school students; employees; and unions or professional organizations holding collective bargaining or professional agreements.

LEGAL REF: WI Statutes 111.31 - 395, 118.195, 118.20
Title IX of the Education Act of 1972
Title VII of the Civil Rights Act of 1972
Section 504 of the Rehabilitation Act of 1973
Age Discrimination Act of 1975
Americans with Disabilities Act of 1990
Immigration Reform and Control Act of 1986

DISTRICT POLICY REF: Policy GBAA - employee harassment unrelated to Title IX
Policy KLD - employee harassment unrelated to Title IX
Policy GBAB - Title IX employee harassment complaints

Initial Adoption: 8/31/20

Final Adoption: 9/14/20