

Police Title: Equal Employment Opportunity

The Maquoketa Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies and agencies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in recruitment, appointment, assignment and advancement in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The Superintendent or his/her designee shall serve as the affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The AA plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the Board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, marital status, gender, national origin, religion, age, sexual orientation, gender identity, or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any position, the school district will perform criminal, child abuse and sexual abuse background checks. Based on the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived.

Advertisements and notices for vacancies within the district will contain the following statement: "The Maquoketa Community School District is an equal employment opportunity/affirmative action employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Superintendent, who has been designated the District's Affirmative Action Coordinator by writing to the:

Affirmative Action Coordinator  
Maquoketa Community School District  
612 South Vermont Street  
Maquoketa, IA 52060, or by telephoning (563) 652-4984.

Inquiries may also be directed, in writing, to the:  
Iowa Civil Rights Commission  
400 E. 14<sup>th</sup> Street  
Des Moines, IA 50319-1004, 800-457-4416,

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or to the  
Director of the Region VII Office of Civil Rights,  
U. S. Department of Education,  
310 W. Wisconsin Ave., Ste. 800  
Milwaukee, Wisconsin, 53203-2292, (414) 291-1111.

Such inquiry or complaint to the state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the district's central administrative office and in the administrative office of each attendance center.

Reference Grievance Procedure 401.1 R1

Legal Reference: 29 U.S.C. §§ 621-634 (1994).  
42 U.S.C. §§ 2000e *et seq.* (1994).  
42 U.S.C. §§ 12101 *et seq.* (1994).  
Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8 692.2; 592.2A, 692.2C(5);  
235A.15; 235A.6e (2007).  
281 I.A.C. 12.4; 95 .  
281 I.A.C. 14.1 (2000)

Cross Reference: 102 Equal Educational Opportunity  
403.5 Harassment  
405.2 Interview, Selection, Appointment

Previous Date of Adoption 05-29-90  
Revision of Discussion 07-20-92  
Revised 03-10-03  
Reviewed by Policy Committee 01-26-04, 03-26-07, 07-16-07, 10-13-08

Policy Title: Grievance Procedures for Discrimination

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or  
Personnel Contact Person  
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, creed, marital status, sexual orientation, gender identity, or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, creed, marital status, sexual orientation, gender identity, or disability is encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon his/her gender, race, national origin, religion, age, creed, marital status, sexual orientation, gender identity, or disability is encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three - Superintendent/Administrator

If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

#### Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Name Cindy Wiese

Office Maquoketa Middle School  
Address 200 E. Locust St, Maquoketa, IA 52060

Phone 563-652-4956  
Number

Office Hours 8:30 am – 3:30 pm