

WODEN-CRYSTAL LAKE COMMUNITY SCHOOLS
EQUITY COMPLAINT PROCEDURE

Complaints MAY be related to any of the following: discrimination based up on gender, race, national origin, religion, age, marital status or disability.

A. General Information

Contents of a Complaint: A complaint is a signed statement that includes:

1. One or more allegations that the Woden-Crystal Lake –Titonka Community School District has violated a MCGF or Equity requirement. That requirement may be in the MCGF statutes, regulations, or interpretive rules, the General Educations Provisions Act, or the Education Division General Administrative Regulations.
2. Information that, if true, indicates insufficient detail that there has been a violation. It is recommended that the complaint cite each specific MCGF requirement or Equity issue alleged to have been violated. If State or local laws, regulations, or guidelines are relevant, then citations for them should also be included.
3. All documents supporting the allegations.

B. Appeal

1. An Appeal: Any agency, person, or organization that filed a complaint may appeal the school district's final resolution to the Director of Department of Education.
2. Request for Appeal:
 - i. A request for appeal must be requested in writing within 30 days of the issuance of the school district's resolution and must:
 1. Specify the parts of the school district's final resolution with which the appellant disagrees; and
 2. Specify any allegations in the complaint that the school district's final resolution failed to address.
 - ii. A request for appeal must be sent to the Office of Civil Rights, Kansas City, MO.

C. Complaint Procedures

1. First Step (Informal Conference). The complainant shall first request a meeting with the Equity Coordinator directly with the objective of resolving the matter informally. The parties shall meet to discuss the complaint informally. The Equity Coordinator will confer with all parties in interest. The complainant may request that all individuals involved be present at this conference.
2. Second Step (Equity Coordinator). If, as a result of the informal discussion with the Equity Coordinator a complaint still exists at the First Step, the complainant may complete, deliver, and file with the building principal and Equity Coordinator the written complaint set forth in "A" (General Information), within five (5) calendar days following the informal hearing. The building principal and Equity Coordinator shall make a decision on the complaint, and communicate such decision, in writing, to the complainant and Superintendent within seven (7) calendar days after receipt of the complaint.
3. Third Step (Superintendent and Board of Education or their designee). In the event a complaint has not been satisfactorily resolved at the Second Step, the complainant shall file, within seven (7) calendar days of the principal/MCGF Coordinator's written decision at the Second Step, a copy of the complaint with the superintendent and the Board of Education. Within ten (10) calendar days the Superintendent and the Board of Education or their designee, shall meet to resolve the Complaint. The Superintendent and the Board of Education or their designee shall file and answer within six (6) calendar days of the Third Step complaint meeting, and communicate it, in writing, to the complainant and the Equity Coordinator.

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Date Filed: _____

_____ Building Level HS _____ MS _____ EL _____
(Name of Complainant)

SECOND STEP

A. Date Alleged Violation Occurred _____

B. Section(s) of MCGF Alleged to be Violated _____

C. Statement of Complaint

D. _____

E. _____

F. Relief Sought

G. _____

H. _____

(Signature of Complainant)

(Date)

DISPOSITION BY BUILDING PRINCIPAL AND EQUITY COORDINATOR

(Signature of Equity Coordinator)

(Date)

THIRD STEP

A. _____
(Signature of Complainant)

(Date Received by Superintendent)

B. Disposition by Superintendent or Designee

(Signature of Superintendent or Designee)

(Date)