

Title: Discrimination Complaints

Students, parents/guardians of students, employees of the Council Bluffs Community Schools, applicants for employment and others having involvement with the District shall have the right to file a formal complaint alleging non-compliance with applicable nondiscrimination laws and regulations. The goal of these procedures is to ensure the prompt and equitable resolution of complaints.

Level One

This level is informal and optional and may be bypassed by the person making the complaint.

Employees and applicants for employment with a complaint alleging discrimination on the basis of race, color, national origin, sex, disability, religion, creed, age and sexual orientation will be encouraged to first discuss it with the immediate supervisor having responsibility, with the objective of resolving the matter informally. If the complaint is against the complainant's supervisor, he/she should first discuss the complaint with his/her supervisor's immediate supervisor.

A student, parent/guardian or other individual with a complaint of discrimination on the basis of race, color, national origin, sex, disability, religion, creed, marital status, sexual orientation and socioeconomic status, will be encouraged to first discuss the complaint with the teacher, counselor, building administrator or staff person involved, with the objective of resolving the matter informally.

Level Two

If the complaint is not resolved at Level One and the complainant wishes to pursue the complaint, the individual may file a complaint in writing on a Compliance Violation Form, which may be obtained from the compliance officer. The complainant shall state the nature of the complaint and the remedy requested. The filing of the written complaint at Level Two must be within fifteen (15) working days from the date of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence or from the date of the Level One meeting. The complainant may request that a meeting concerning the complaint be held with the compliance officer. A minor student may be accompanied at the meeting by a parent/guardian. The compliance officer shall investigate the complaint and attempt to resolve it. A written report from the compliance officer regarding action taken will be

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sent within fifteen (15) working days after receipt of the complaint. If conditions prohibit completion of the investigation and written report in 15 (fifteen) days, the complainant shall be notified in writing as soon as possible by the compliance officer regarding the reason for the delay.

Level Three

If the complaint is not resolved at Level Two, the complainant may proceed to Level Three by presenting a written appeal to the Superintendent within ten (10) working days after the complainant receives the report from the compliance officer. If the complaint is against the Superintendent, the appeal will be resolved by the alternate compliance officer. The complainant may request a meeting with the Superintendent or alternate compliance officer who has the option of granting the meeting request to discuss the appeal. A decision will be rendered by the Superintendent within ten (10) working days after receipt of the written appeal.

At all levels of the complaint process, the District will ensure that appropriate due process standards are observed

These procedures in no way deny the right of the complainant to file formal complaints with the Iowa Civil Rights Commission, the federal Office of Civil Rights for the U.S. Department of Education, the federal Equal Employment Opportunity Commission or other agencies for mediation or rectification of civil rights complaints, or to seek private counsel for complaints alleging discrimination.

Compliance Officers

ADMINISTRATOR	<u>Tim Hamilton, Chief of Student and Family Services</u>
OFFICE ADDRESS	<u>300 W. Broadway, Suite 1600 Council Bluffs, IA 51503</u>
PHONE NUMBER	<u>(712) 328-6423</u>
EMAIL ADDRESS	<u>thamilton2@cb-schools.org</u>
OFFICE HOURS	<u>8:00am - 5:00pm Monday through Friday</u>
ADMINISTRATOR	<u>Julie Foster, Chief Legal and Human Resources Officer</u>
OFFICE ADDRESS	<u>300 W. Broadway, Suite 1600 Council Bluffs, IA 51503</u>
PHONE NUMBER	<u>(712) 328-6509</u>
EMAIL ADDRESS	<u>jfoster@cb-schools.org</u>
OFFICE HOURS	<u>8:00am - 5:00pm Monday through Friday</u>

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Alternate

ADMINISTRATOR Dr. Tracy Mathews, Chief Academic Officer
OFFICE ADDRESS 300 W. Broadway, Suite 1600 Council Bluffs, IA 51503
PHONE NUMBER (712) 328-6489
EMAIL ADDRESS tmathews@cb-schools.org
OFFICE HOURS 8:00am - 5:00pm Monday through Friday

In support of this policy the following public notices are to be published in a newspaper of general circulation within the District, and in all staff, student, parent/guardian, registration and general handbooks and employment application forms or any other materials as may be required by law on a continuing basis:

Public Notice

It is the policy of the Council Bluffs Community School District not to illegally discriminate on the basis of race, color, national origin sex, disability religion, creed, age (for employment), marital status (for programs), sexual orientation 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 the District's Equity Coordinator, Tim Hamilton, Chief of Student & Family Services, 300 W. Broadway, Suite 1600, Council Bluffs, IA 51503, 712-328-6423, thamilton2@cb-schools.org. District employees with questions or a grievance related to this policy should contact Julie Foster, Chief Legal and Human Resources Officer, 300 W. Broadway, Suite 1600, Council Bluffs, IA 51503, 712-328-6509, jfoster@cb-schools.org.

Inquiries regarding compliance may be directed to the U.S. Department of Education Office of Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Phone: 312-730-1560; Facsimile: 312-730-1576; Email: OCR.Chicago@ed.gov

Although certain facilities in our District are not fully physically accessible to all persons, the Council Bluffs Community School District will take such means as are necessary to insure

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that no qualified person with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because certain Council Bluffs Community School District facilities are physically inaccessible or are unusable by disabled persons. The accessibility standard required by Federal law for 'existing facilities' is that the District's program or activity, when viewed in its entirety, must be readily accessible to all persons. The Council Bluffs Community School District may meet this standard through such means as 1) reassignment of classes or other services to accessible locations, 2) the redesign of equipment, 3) the assignment of teacher associates, 4) alteration of existing facilities, or 5) construction of new accessible facilities. The Council Bluffs Community School District is not required to make structural changes in existing facilities where other methods are sufficient to comply with the accessibility standard described above. Priority shall be given to those methods that serve disabled persons in the most integrated setting appropriate.

Because the scheduling of classes and arrangement of educational programs in accessible facilities may require reasonable advance planning, individuals with disabilities planning to attend a facility in the Council Bluffs Community Schools should identify themselves as soon as possible and indicate the nature of the accommodation that they will need. The District shall ensure that interested persons, including those with impaired vision or hearing, can obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons.

Approved: Aug. 18, 1992

Reviewed: Mar. 21, 1995
March 24, 2020

Revised: February 22, 2005
February 23, 2010
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Oct 28, 2014
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