

102 Equal Educational Opportunity

It is the goal of the Board and District to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the District. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The District and the Board will not discriminate on the basis of race, sex, color, national origin, gender, disability, age (for employment), marital status (for programs), religion, creed, sexual orientation, gender identity or socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the Board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Ashley Weber, 2701 Hill Avenue, Spirit Lake, IA 51360, (712) 336-2820 ext 3060 or aweber@spirit-lake.k12.ia.us.

Board policies, rules and regulations affect students while they are on school district property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The District and the Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the District to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Spirit Lake Community School District, Spirit Lake, Iowa 51360; or by telephoning (712) 336-2820.

Inquires by students regarding compliance with equal educational opportunity and affirmative action laws and polices, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII Office of Civil Rights, United States Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL, 60604, telephone: (312) 730-1560, Fax: (312) 730-1576, Email: OCR.Chicago@ed.gov; or the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Approved 11/14/2008

Reviewed 11/12/18

Revised 1/9/2013; 8/8/2016; 8/12/19; 10/9/23; 12/9/24

102.E1 Annual Notice of Non-Discrimination

The District offers career and technical programs in the following areas of study:

- Agricultural, Food, and Natural Resources
- Applied sciences, technology, engineering, and manufacturing, including transportation, distribution, logistics, architecture, and construction.
- Human Services, including law, public safety, corrections, security, government, public administration, and education and training.
- Business, Finance, Marketing, and Management.

The Board and the District will not discriminate in educational programs on the basis of: age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, socioeconomic status or marital status.

The Board and the District will not discriminate in employment opportunities on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, socioeconomic status or marital status.

There is a grievance procedure for processing complaints of discrimination. Any person having inquiries concerning the District's compliance with federal and/or state non-discrimination law is directed to contact:

Name	Ashley Weber
Title	Co-Director of HR and Finance
Location	District Office
Telephone Number	712-336-2820 Ext 3010
Email	aweber@spiritlekecsd.org

This individual has been designated by the District to coordinate the District's efforts to comply with federal and/or state non-discrimination laws.

Approved

Reviewed 11/12/18

Revised

1/9/2013; 8/8/2016; 8/12/19;
10/9/23; 12/9/24

102.E2 Continuous Notice of Non-Discrimination

Students, parents, employees, and others doing business with or performing services for the District are hereby notified that this District does not discriminate on the basis of race, sex, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, age, religion, or creed in admission or access to, or treatment in, its hiring and employment practices.

Students, parents, employees and others doing business with or performing services for the District are hereby notified that this District does not discriminate on the basis of race, sex, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, age, religion, or creed in admission or access to, or treatment in, its programs and activities.

Any person having inquiries concerning the District's compliance with federal and/or state non- discrimination law is directed to contact:

Name	Ashley Weber
Title	Director of HR and Finance
Location	District Office
Telephone Number	712-336-2820 Ext 3060
Email	aweber@spiritlakecsd.org

This individual has been designated by the District to coordinate the District's efforts to comply with federal and/or state non-discrimination laws.

Approved

Reviewed 11/12/18

Revised

1/9/2013; 8/8/2016; 8/12/19;
10/9/23; 12/9/24

102.E3 Notice of Section 504 Student and Parental Rights

The Spirit Lake Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Spirit Lake Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity 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: Ashley Weber, 2701 Hill Avenue, (712) 336-2820, aweber@spirit-lake.k12.ia.us.

Approved: 12/9/24

Reviewed:

Revised:

102.E4 Discrimination Complaint Form

Date of complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?

Date and place of alleged incident(s):

Names of any witnesses (if any):

Nature of discrimination, harassment, or bullying alleged (check all that apply):

- Age
- Disability
- Familial Status
- Gender Identity
- Marital Status
- National Origin/Ethnic Background/Ancestry
- Physical Attribute
- Physical/Mental Ability
- Political Belief
- Political Party Preference
- Race/Color
- Religion/Creed
- Sex
- Sexual Orientation
- Socio-economic Background
- Other – Please Specify: _____

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Approved 12/9/24

Reviewed

Revised

102.E5 Witness Disclosure Form

Name of Witness: _____

Date of Interview: _____

Date of Initial Complaint: _____

Name of Complainant (include whether the Complainant is a student or employee):

Date and place of alleged incident(s):

Nature of discrimination, harassment, or bullying alleged (check all that apply):

Age Physical Attribute Sex
 Disability Physical/Mental Ability Sexual Orientation
 Familial Status Political Belief Socio-economic Background
 Gender Identity Political Party Preference Other – Please Specify: _____
 Marital Status Race/Color
 National Origin/Ethnic Background/Ancestry Religion/Creed

Description of incident witnessed:

Additional Information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

 Approved: 12/9/24 Reviewed: Revised:

102.E6 Disposition of Complaint Form

Date: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee):

Date and place of alleged incident(s):

Name of Respondent (include whether the Respondent is a student or employee):

Nature of discrimination, harassment, or bullying alleged (check all that apply):

Age
 Disability
 Physical Attribute
 Sexual Orientation
 Sex
 Physical/Mental Ability
 Sexual Orientation
 Gender Identity
 Familial Status
 Socio-economic Background
 Political Belief
 Marital Status
 Political Party Preference
 Race/Color
 Religion/Creed
 National Origin/Ethnic Background/Ancestry
 Other – Please Specify:

Summary of Investigation:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Approved: 12/9/24

Reviewed

Revised

102.R1 Equal Educational Opportunity - Grievance Procedures

It is the policy of the District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity 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 Ashley Weber, 2701 Hill Avenue, (712) 336-2820, aweber@spirit-lake.k12.ia.us.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any

time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or Superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 working days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or Witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to, the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the Superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the Superintendent. Within 30 working days, the Superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The Superintendent shall notify the Complainant, Respondent, and the Equity Coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the Superintendent shall be final.

The decision of the Superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Approved: 12/9/24

Reviewed

Revised