

## 511 EQUAL OPPORTUNITY EMPLOYMENT

The Williams Bay School district is an equal opportunity employer. Personnel hiring and administration in the district are to be conducted so as not to discriminate against applicant or employee on the basis of age, race, sex, marital status, handicap, creed, color, disability, national origin ancestry, sexual orientation, membership in the National Guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin or any other reason prohibited by state or federal law.

In keeping with the requirements of federal and state law, the District shall strive to remove any vestige of discrimination in employment, assignment, and promotion of personnel. Discrimination complaints shall be handled in accordance with established procedures.

Policy 512 relates to reports concerning harassment against employees, except Title IX sexual harassment, and such reports and complaints will be processed under that policy. Policy \_\_\_\_ relates to reports and formal complaints concerning Title IX sexual harassment against employees, and reports and formal complaints will be processed under that policy.

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

The individual below, or his or her designee, is designated and authorized to serve as the District's Title IX Coordinator / Compliance Officer:

Kassie McOmber  
Director of Special Education & School Psychologist  
Williams Bay School District  
500 W. Geneva Street  
Williams Bay, WI 53191  
262-245-1575  
KMcomber@williamsbayschools.org

Application forms, hiring practices and personnel administration shall periodically be evaluated to avoid possible development of stereotypes and biases.

Any person may report sex discrimination, including sexual harassment (whether 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, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator / Compliance Officer. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address list for the Title IX Coordinator / Compliance Officer.

Discrimination complaints shall be called in accordance with established procedures.

- Any complaint alleging non-compliance with federal regulations or these policies, should be filed in writing to include a statement of facts comprising the alleged non-compliance. This statement must be signed and dated.
- Written complaints should be submitted to the school's Title IX Coordinator, 500 W. Geneva Street, Williams Bay, Wisconsin 53191. All inquiries regarding the Williams Bay Schools' programs relating to Title IX may also be made to the Title IX Coordinator.
- Any employee or applicant for employment who believes that the District or any part of the school organization has in some way violated the District's equal opportunity employment policy may bring forward a complaint as follows:

### **Informal Procedure**

Anyone who believes he/she has a valid basis for complaint shall discuss the concern with the building principal who will investigate the complaint and reply to the complainant. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

### **Formal Complaint Procedure**

Step 1: A written complaint statement shall be prepared by the complainant and signed. It shall be presented to the Title IX Coordinator / Compliance Officer who shall immediately undertake an investigation of the suspected infraction. He/she or his or her designee shall review with building principals and other appropriate persons the facts comprising the alleged discrimination, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.

Sept 2: If the complainant is dissatisfied with the decision, he/she may appeal the decision in writing to the School Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.

### **Maintenance of Complaint Records**

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept for each complaint filed and, at a minimum, should include:

- The name and address of the complainant and his/her title or status.
- The date the complaint was filed.
- The specific allegation made and any corrective action requested by the complainant.

- The name and address of the respondents.
- The levels of processing followed, and the resolution, date and decision-making authority at each level.
- A summary of facts and evidence presented by each party involved.
- A determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

The District will prominently display its nondiscrimination policy and contact information for the Title IX Coordinator / Compliance Officer 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 Coordinator 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 its grievance procedure for Title IX complaints and its grievance process for formal complaints 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 REFERENCE: Title IX, 1972 (Education Amendments), Section 504 (Rehabilitation Act of 1973), Wisconsin Statutes 111.31 – 395 (Employment Relations; Definitions), 118.195 (Discrimination Against Handicapped, Teachers Prohibited), 118.20 (Teacher Discrimination Prohibited), Titles VI, VII (Civil Rights Act of 1964, as amended by the Equal, Employment Opportunity Act of 1972), Age Discrimination Act of 1975, Immigration Reform and Control Act of 1986, Americans with Disabilities Act of 1990 Civil Rights Act of 1991

APPROVED: August 5, 2020