

APPENDIX A

Moscow School District 281

CIVIL RIGHTS GRIEVANCE PROCEDURE

APPROVED FEBRUARY 2002

The following Civil Rights Grievance Procedure executes Board Policy 1130.00.

A. Filing a Civil Rights Grievance Complaint

A complaint should be filed in writing by the complainant, by the complainant's representative, parent or guardian or both. Any complaints received by this District by telephone or verbally will be recorded by the District in written form. The complaint must be filed with the office of the superintendent within one hundred eighty (180) days of the alleged discriminatory action. The complaint should set forth the date, place, and nature of the discriminatory action and specify the remedy sought by the complainant.

B. Investigation and Report

1. The school district will contact the complainant in writing within ten (10) working days of receipt of the complaint to let him or her know the complaint was received and what action the district has taken or will take in an attempt to resolve the complaint.
2. Within ninety (90) calendar days after receiving the complaint, the superintendent of designee must investigate the incident and issue a written finding of whether or not discrimination was found. The investigation will include, but not be limited to, interviews with the complainant and school district personnel. The investigator will allow both parties an opportunity to present written statements of witnesses and/or other evidence.
3. If the complainant does not agree with the findings of the superintendent or designee, he or she will have thirty (30) days to provide additional information to the superintendent or the designee to facilitate further review of the complaint.
4. The complainant will be notified of his or her right to appeal the findings of the district to the proper state or federal compliance agency. A complainant may at any time file a complaint directly with other agencies listed below.

C. Remedy if Discrimination is Found

If the superintendent or designee finds that the alleged discrimination occurred, the superintendent will take immediate steps to remedy such discrimination and to prevent the recurrence of discrimination. The superintendent will provide the complainant with a written report of the findings and the proposed remedy, if any. The superintendent will report the investigation findings and proposed remedy, if any, to the Board at the next special or regular meeting.

D. Filing Other Complaints

The complainant may also file a complaint with the following state and federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, Suite 400, PO Box 83720, Boise, ID 83720-0040.
2. Office for Civil Rights, U.S. Department of Education, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099.
3. U.S. Department of Justice, 950 Pennsylvania Avenue NW, Washington, DC 20530-0001.
4. Equal Employment Opportunity Commission, 909 First Avenue, Suite 400, Seattle, WA 98104-1061.

SECTION I – INTERNAL OPERATIONS
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LEGAL REFERENCE:

Title VII of the Civil Rights Act of 1965, 42 USC Section 20003, *et seq.*
Title VI of the Civil Rights Act of 1964, 42 USE Section 2000d, *et seq.*
Section 1981 of the Civil Rights Act of 1866, 42 USC Section 1981
Section 1983 of the Civil Rights Act of 1871, 42 USC Section 1983
The Equal Pay Act 1963, 29 USC Section 206d
Title IX of the Education Amendments of 1972, 20 USC Section 1681
Age Discrimination and Employment Act of 1967, 29 USC Section 621, *et seq.*
Americans with Disabilities Act of 1990, 42 USC Section 12101, *et seq.*
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794

Adopted: 2-26-02