

102E.1 CIVIL RIGHTS GRIEVANCE PROCEDURES - ANNUAL NOTICE OF NONDISCRIMINATION

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

Agriculture
Business
Family & Consumer Science
Industrial Technology

It is the policy of the Muscatine 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:

Jaime Kroeger, Director of Human Resources and Equity
Muscatine Community School District
2900 Mulberry Ave.
Muscatine, Iowa 52761
563-263-7223 or jaime.kroeger@mcsdonline.org

102E.2 CIVIL RIGHTS GRIEVANCE PROCEDURES - CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Muscatine 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:

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102E.3 CIVIL RIGHTS GRIEVANCE PROCEDURES - NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

The Muscatine 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.

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102E.4 CIVIL RIGHTS GRIEVANCE PROCEDURES - COMPLAINT FORM

(Discrimination, Anti-Bullying, and Anti-Harassment)

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	☐	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		

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: _____

UPDATED: 12/14/2020

REVISED: 12/13/2021

102E.5 CIVIL RIGHTS GRIEVANCE PROCEDURES - 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: _____

102E.6 CIVIL RIGHTS GRIEVANCE PROCEDURES - 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	☐	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	☐	

Summary of Investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge, 4.

Signature: _____ Date: _____

UPDATED: 12/14/2020REVISED: 12/13/2021