

STUDENT DISCRIMINATION COMPLAINT RULES

Any complaint regarding the interpretation or application of the District's student nondiscrimination-related policies shall be processed in accordance with the following procedures:

COMPLAINT PROCEDURE

- Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the building principal. The building principal shall investigate the matters of the complaint and reply in writing to the complainant within 10 school/business days.
- a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with special educational need shall be processed in accordance with established appeal procedures outlined in the District's Special Education Policy and Procedure Handbook.
 - b. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g., EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.
- Step 2: If the complainant wishes to appeal the decision of the building principal, he/she may submit a signed statement of appeal to the Superintendent of Schools or his/her designee within five school/business days after receipt of the building principal's response to the complaint. The Superintendent or his/her designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within 10 school/business days.
- Step 3: In the case of a discrimination complaint, if the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five school/business days of his/her receipt of the Superintendent's or his/her designee's response in Step 2. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within 30 school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within 10 school/business days of this meeting.
- Step 4: If, at this point, a discrimination complaint has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison WI 53707. Also, discrimination complaints involving federal law violations (sex, race, color, national origin, handicap or disability) may be appealed to the U.S. Office for Civil Rights - Region V, 401 South State Street, Chicago IL 60605-1292.

DISSEMINATION OF COMPLAINT PROCEDURES

The complaint procedures shall be disseminated to students and staff to inform them about the proper process for making a complaint regarding alleged student discrimination or harassment. The information shall be published in student handbooks and distributed to staff.

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MAINTENANCE OF COMPLAINT RECORDS

Building principals shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

EXTENSION OF TIMELINES

An extension of the timelines outlined in these procedures may be granted upon agreement of both parties - District and complainant.

APPROVED: April 5, 1976

REVISED: November 7, 1988
November 9, 1993
July 9, 1996
August 22, 2005