

STUDENT DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES

411-Rule (1)

In any person believes that the School District or any part of the school organization has failed to follow laws and regulations, or in some way discriminated against students on the basis of sex, color, handicap, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, he/she may bring or send a complaint to the School District Office at 905 Bethel Circle, Waunakee, Wisconsin 53597 to the attention of the Equity Coordinator (Employee complaints to Director of Human Resources, Student complaints to Director or Student Services). Complaints alleging a failure to reasonably accommodate a student's religious beliefs with regard to examinations and other academic requirements should also be sent to the School District Office for processing according to the complaint procedure set forth below.

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the Equity Coordinator. The Equity Coordinator shall send written acknowledgement of receipt of the complaint within 45 days of receipt.

Step 2: The Equity Coordinator, upon receiving a written complaint, shall immediately undertake an investigation of the alleged discrimination/harassment. The Equity Coordinator shall review, with other appropriate persons, the facts comprising the alleged discrimination/harassment. He/she shall decide the merits of the case, determine the action to be taken, if any, and report the findings and his/her decision to the complainant in writing.

Appeals under 20 USC s.1415 of the Individuals with Disabilities Education Act and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a student with a disability shall be resolved through the procedures authorized by ch. 115, subch. V Wis. Stats. Complaints under 20 USC s.1231e and 34 CFR ss. 76.770, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent of public instruction.

If the complainant is dissatisfied with the decision of the Equity Coordinator, he/she may appeal the decision in writing to the superintendent of the school district. The superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant.

In the event that the alleged discrimination/harassment involves the superintendent, a complainant appealing a decision of the Equity coordinator should direct his/her appeal to Board President. The Board President, after conferring with district legal counsel, shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant.

Step 4: If the complainant is dissatisfied with the decision of the superintendent (or Board President), he/she may appeal the decision in writing to the Board of Education. The entire discrimination/harassment/complaint/appeal process in the district will be completed within 90 days of receipt of the original written complaint unless the parties agree to an extension of time.

Step 5: If a complainant wishes to appeal a negative determination by the Board of Education, he/she has the right appeal the decision to the state superintendent of public instruction within 30 days of the Board's decision. In addition, the complainant may appeal discrimination/harassment complaints directly to the state superintendent if the District has not provided written acknowledgement within 45 days of receipt of the complaint and/or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Department of Public Instruction, 125 South Webster, PO Box 7841, Madison, Wisconsin 53707-7841.

No person will be subject to any form of retaliation identity for using this complaint procedure or for assisting others in using this complaint procedure. Confidentiality of any information related to complaints, complaint proceedings, and the identity of person(s) making and named in complaints will be maintained to the extent consistent with adequate investigation and appropriate corrective action and legal requirement.

Discrimination/harassment on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Room 1053, Chicago, Illinois 60606-7204. Complaints filed with the Office for Civil Rights must be filed in writing no later than 180 days after the occurrence of the alleged discrimination.

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