

Policies of the Board of Education

Series 400: Students

SECTION 504 COMPLAINT PROCEDURE

411-Rule (2)

Waunakee Community School district is committed to providing a mechanism for prompt and equitable resolution of student complaints alleging any action by Waunakee Community School District or any part of the school organization that a student, or any individual or group acting on behalf of a student, believes violates the principles and/or regulations of Title IX (prohibiting discrimination on the basis of sex in any educational program or activity) and Section 504 (prohibiting discrimination on the basis of handicap in any educational program or activity). Complaints should be directed to the Equity Coordinator (Employee complaints to the Director of Human Resources, Student complaints to the Director of Student Services) at:

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597
Telephone Number: 849-0000

COMPLAINT PROCEDURE

Step 1: Complaints must be in writing and must be dated and signed by the complainant.

Complaint forms are available from the Equity Coordinator or from the Equity Coordinator's administrative assistant. Complaints should be submitted to the Equity Coordinator as soon as possible after the alleged violation occurs, but not later than sixty (60) calendar days after the occurrence of the alleged violation. Complainants requiring assistance in completing the complaint form and/or filing the complaint should contact Director of Human Resources or Director of Student Services, 905 Bethel Circle, Waunakee, WI 53597 (608) 849-0000 for assistance.

Upon receipt of a written complaint, the Equity Coordinator, or his/her designee, will notify any person(s) involved in, or responsible for, the alleged violations(s) and shall promptly investigate the complaint. The Equity Coordinator, or his/her designee, shall review, with other appropriate persons, the facts comprising the alleged discrimination, or violation, and shall provide a written decision, including a statement regarding the validity of the complaint allegations(s) and a specification of the corrective action to be taken, if any, to the complainant within ten (10) business days of receipt of the written complaint.

Step 2: If the complainant wishes to appeal the decision of the Equity Coordinator, he/she may submit a signed statement of appeal to the superintendent of the school district within five (5) business days of receipt of the Equity Coordinator's decision. The superintendent

shall meet with all parties involved within ten (10) business days of receipt of the statement of appeal. Within five (5) business days of the meeting, the superintendent shall provide to the complainant a written decision, including a statement regarding the validity of the complaint allegations(s) and a specification of the corrective action to be taken, if any.

If no statement of appeal is received by the superintendent of the school district within the specified appeal period, any corrective action specified in the decision of the Equity Coordinator will be taken, and the complaint will be recorded as closed by the Equity Coordinator.

Step 3: If the complainant remains unsatisfied, he/she may appeal the decision of the superintendent by submitting a signed statement of appeal to the Board of Education within five (5) business days of his/her receipt of the superintendent's Step 2 decision.

Within fifteen (15) business days of the receipt of a statement of appeal, the Board shall meet with the concerned parties and their representatives, if any, along with any individuals requested by either party that may provide information relevant to the evaluation of the complaint. If any written materials or records relevant to the complaint are provided to the Board by the Equity Coordinator, copies of these materials will also be provided to the parties, or their representatives, at least five (5) business days prior to the meeting (Meetings shall not be open to other persons unless requested or approved by the complainant.)

Within ten (10) business days of this meeting before the Board, the Board will issue a written decision which includes a statement regarding the validity of the complaint, a specification of any corrective action to be taken, and the reasons upon which the decision is based. A copy of the Board's decision shall be sent to each concerned party and to the Equity Coordinator.

If no statement of appeal is received by the Board within the specified appeal period, any corrective action specified in the decision by the superintendent will be taken, and the complaint will be recorded as closed by the Equity Coordinator.

Any time limits set by this procedure may be extended by mutual, written consent of the complainant and the individual/entity responsible for responding at each step.

No person will be subject to any form of retaliation 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 requirements.

A complaint may also be filed with the Office for Civil Rights, US. Department of Education, 111 North Canal Street, room 1053, Chicago, IL 60606-7204, at the same time a complaint is filed using this procedure, during or after use of this complaint procedure, or without using this complaint procedure. A complaint filed with the Office for Civil Rights, must be filed in writing no later than 180 days after the occurrence of the alleged discrimination, harassment, or violation.

Adopted: 10/99/89

Revised: March 1994
September 1995
April 1999
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August 2020

Waunakee Community School District