

DODGELAND SCHOOL DISTRICT
Board Policy Manual

112-Rule

GENERAL DISCRIMINATION COMPLAINT PROCEDURE

If any person believes that the DodgeLand School District, or any part of the school organization has violated the district's general nondiscrimination policy, or is in some way discriminatory on the basis of race, color, national origin, sex, handicap or disability, he/she may bring forward a complaint to the Administration Office at the following address: 401 South Western Avenue, Juneau, WI, 53039.

Informal Complaints

The person who believes he/she has a valid basis for complaint shall discuss the concern with the District Administrator, who shall investigate the complaint and reply to the complainant in writing within ten (10) business days.

Formal Complaint Procedure

- Step 1: A written complaint statement shall be prepared by the complainant and signed. It shall be presented to the District Administrator who shall undertake an investigation of the suspected infraction. He/she shall review with principals and other appropriate persons the facts comprising the alleged discrimination, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
- Step 2: If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall record its decision in writing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.
- Step 3: If at this point the complaint has not been satisfactorily settled, or in lieu of utilizing these procedures, an employee or applicant for employment may pursue other avenues afforded by law to deal with discrimination complaints (i.e. the Office of Civil Rights Office for Civil Rights, U.S. DHHS, 233 N. Michigan Ave. – Suite 240, Chicago, IL 60601.

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