

DODGELAND SCHOOL DISTRICT
Board Policy Manual

411-Rule 1

STUDENT DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES

If any person believes that the Dodgeland School District or any part of the school organization has failed to follow state and federal nondiscrimination laws and regulations or the Board's equal educational opportunities policy, he/she may bring or send a complaint to the District Office at the following address: 401 South Western Avenue, Juneau, WI 53039.

The District encourages informal resolution of complaints; however, the complainant may pursue formal resolution as follows:

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. The District Administrator will review with the appropriate principal, or other appropriate persons, the facts compromising the alleged discrimination. The District Administrator shall 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.
 - a. Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's special education 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.
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 make its decision in writing after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.
3. If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the state superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the state superintendent. The complainant shall be notified of the right to appeal a negative determination by the Board to the State Superintendent of Public Instruction and the procedures for making the appeal.
4. Discrimination complaints on some of the above bases may be filed with the federal government at the Office for Civil Rights, Region V, Chicago, Illinois.

All student discrimination complaints shall be dealt with in accordance with the timelines outlined in state and federal nondiscrimination laws unless the parties agree to an extension of time.

Maintenance of Complaint Records

Records of all complaints shall be kept for the purpose of documenting compliance. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name and address 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) and address(es) 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.

Copies of these complaint procedures shall be included in staff and student handbooks.

CROSS REF: 411, Equal Educational Opportunities
411-Exhibit, Discrimination Complaint Form
511-Rule, Employment Discrimination Complaint Procedures
Special Education Handbook

Approved: February, 1993
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