

Student**Activities****Student Discrimination Complaint Procedures**

If any person believes that the Watertown Unified School District, or any part of the school organization, has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or the Americans with Disabilities Act or in some way discriminates on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability, contact the Directors of Teaching and Learning at 111 Dodge Street, Watertown, WI 53094 or by phone at 920-262-1460 ext. 3231 or ext. 3207. If the complaint involves alleged improper behavior by the designated person to whom the complaint is to be filed, the complaint should be filed with the next highest authority listed in the procedure.

Informal Resolution of the Complaint

The District encourages the informal resolution of student discrimination complaints or concerns. The person who believes she/he has a valid basis for complaint shall discuss the concern with the building principal, who shall in turn investigate the complaint and reply to the complaint in writing within five days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Formal Complaint Procedures

Step 1: A written statement of the complaint shall be prepared by the complainant, signed, and presented to the local Title IX, Section 504 or Equal Opportunity Coordinator. The coordinator shall further investigate the matters of the complaint and reply in writing to the complainant within 10 days.

Step 2: If the complainant wishes to appeal the decision of the local Title IX, Section 504 or Equal Opportunity Coordinator, she/he may submit a signed statement of appeal to the Superintendent. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives at a regular Board meeting or within 45 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 ten business days of this meeting. The decision of the Board shall include a notice to the complainant of his/her right to appeal the determination to the State Superintendent of Public Instruction.

Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made with 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box, 7841, Madison, WI 53707. An appeal to the DPI should be in writing and signed. The following information should be included: the reason for the appeal; the facts that make the complainant believe discrimination occurred; and the relief or outcome the complainant is requesting. If the person appealing is a minor, a parent or guardian must sign the appeal. In addition, the complainant may appeal

directly to the DPI if the District has not provided written acknowledgement within 45 days of receipt of the complaint or has not made a determination within 90 days of receipt of the written complaint.

A complainant or appeal may also be made on some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the U.S. Office for Civil Rights – Region V in Chicago

Complaint Procedure – Special Education

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of 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.

Complaint Procedure – Federal Programs

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Dissemination of Discrimination Complaint Procedures.

The discrimination complaint procedures shall be disseminated to students, parents and guardians, employees and others to inform them about the proper process for making a complaint. The information shall be published in students, parent and staff handbooks, news articles before the start of school and other appropriate times, Board policies posted in staff lounges and guidance offices, and course offering booklets/curriculum guides.

Maintenance of Complaint Records

Records shall be kept 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.

Policy Approved: May 14, 2015

Policy Revised: