

Policy of the Lancaster Board of Education

School Community

**DISCRIMINATION COMPLAINT PROCEDURES**

If any person believes that the 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 Americans with Disabilities Act or in some way discriminates on the basis of age, gender, race, national origin, religion, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap he/she may bring forward a complaint to the Title IX, Section 504 or equal opportunity coordinator at his/her office in the School District, Lancaster, WI, or contact him/her by phone at 608-723-2175.

**INFORMAL PROCEDURE**

The person who believes she/he has a valid basis or complaint shall discuss the concern with the local Title IX, Section 504 or equal opportunity coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within five (5) school/business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

**FORMAL GRIEVANCES PROCEDURE**

- Step 1: A written Statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Title IX, Section 504 or equal opportunity coordinator within five (5) school/business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within ten (10) school/business days.
- Step 2: If the complainant wishes to appeal the decision of the local Title IX, Section 504 or equal opportunity coordinator, he/she may submit a signed Statement of Appeal to the school district's administrator within five (5) school/business days after receipt of the local coordinator's response to the grievance. The school district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) school/business days.
- Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) school/business days of his/her receipt of the school district administrator's response to Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives at the next regular Board meeting or within fifteen (15) school/business 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 (10) school/business days of this meeting.

Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P. O. Box 7841, Madison, WI, 53707.

A complaint or appeal may also be made on some of the above if they relate to Title IX, or Title VI, or Section 504, or American with Disabilities Act to the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois, 60606.

#### GRIEVANCE PROCEDURE - SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

#### GRIEVANCE 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 GRIEVANCE PROCEDURES

The adopted discrimination grievance procedures shall be disseminated to students, parents, employees and others to inform them about the proper process of making a complaint. The information shall be published in student/parent/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 GRIEVANCE RECORDS

The coordinators (Title IX, Section 504, equal opportunity) shall keep records 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 grievant or complainant and his/her title or status.
2. The date the grievance was filed.
3. The specific allegation made and any corrective action requested by the grievant.
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.

CROSS REF.            Equal Educational Opportunities  
                              Special Education Handbook

