

EQUAL EDUCATION OPPORTUNITIES - DISCRIMINATION COMPLAINT PROCEDURES

If any person believes that the School District of Neillsville, or any part of the school organization, has inadequately applied the principles and/or regulations of Title VI, Title IX and Section 504, or in some way discriminates on the basis of sex, race, religion, color, national origin, ancestry, age, creed, pregnancy, parental or marital status, sexual orientation, or physical, learning, mental or emotional disability, or handicap, he/she may bring forward a complaint to the Title IX Coordinator(s) identified below.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by email, or by telephone, using the contact information listed for the Title IX Coordinator(s). Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator(s).

The individuals below, or their designees, are designated and authorized to serve as the District's Title IX Coordinators:

Julia Backaus, High School Counselor
School District of Neillsville
401 Center Street
Neillsville, WI 54456
(715)743-8713
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Kory Poeschel, Middle School Principal
School District of Neillsville
504 E. 5th Street
Neillsville, WI 54456
(715)743-8806
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Informal Procedure

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

Initial Adoption: 8/31/20

Final Adoption: 9/14/20

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Formal Grievance 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 Coordinator(s) within five (5) business days of receipt of the written reply to the informal complaint. The coordinator(s) shall further investigate the matters of the grievance and reply in writing to the complainant within ten (10) business days.
- Step 2: If the complainant wishes to appeal the decision of the local Title IX Coordinator(s), he/she may submit a signed statement of appeal to the district administrator within five (5) business days after receipt of the local coordinator(s)' response to the grievance. The district administrator or their designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) 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) business days of his/her receipt of the 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) 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) 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. Also, an appeal may be made to the Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

The District will provide written acknowledgement of a written complaint within 45 days of receipt of a written complaint.

The District will provide a written determination of the complaint within 90 days of the receipt of the written complaint, unless the parties agree to an extension of time.

Any written determination must notify a complaint of the right to appeal a negative determination to the state superintendent and of the procedures for making the appeal.

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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 needs 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 publications. Board of Education policies are posted in staff lounges and guidance offices, and course offering booklets/curriculum guides.

Maintenance of Grievance Records

The Title IX Coordinators 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 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 dates and nature of any corrective or remedial action taken.

LEGAL REF: WI Statutes 118.13

DISTRICT POLICY REF: Policy JBA - Title IX student harassment complaints

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PARENT/CITIZEN COMPLAINTS

Constructive criticism of the school is welcomed by faculty, administrators and the Board of Education when it is motivated by a sincere desire to improve the quality of the educational program or to assist the school in completing tasks more effectively. In order to promote effectiveness and efficiency in handling complaints other than those relating to instructional materials, the board directs concerned parents/guardians/citizens to follow the procedure outlined below:

- Step 1: Parents/guardians/citizens with complaints are urged to attempt to resolve the matter by discussing their complaint directly with the faculty member(s) or school employee(s) most directly involved.
- Step 2: If the complaint cannot be best resolved at Step 1, the complainant may contact the employee's immediate supervisor. It is helpful if the parent/guardian/citizen submits the complaint in writing at this step. If the complaint relates to a possible violation of state and/or federal laws or regulations applicable to a particular instructional program, the written complaint should include a statement that the district has violated a legal requirement applicable to the instructional program and include sufficient information as to when, where and the nature of the activity perceived to be in violation of the law and/or regulations. Every effort shall be made to resolve the issues at this step. If the complaint is not resolved at Step 2, the parent/guardian/citizen shall be advised of the next step to be taken.
- Step 3: If the complaint is not resolved at Step 2, the parent/guardian/citizen shall submit the complaint to the district administrator. If the district administrator is unable to resolve the issues to the satisfaction of all parties, the parent/guardian/citizen shall be advised of the next step to be taken.
- Step 4: If the complaint is not resolved at Step 3, the parent/guardian/citizen shall submit the complaint in writing to the Board of Education. The board's decision shall be considered final by all parties unless alternate actions are available under state or federal law. If, for example, the complainant alleges that the district has violated laws and/or regulations governing state-administered programs, the complainant may file a written appeal to the Department of Public Instruction within 30 days of receipt of the district's decision on the matter.

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