

**General Complaint Procedures**  
(Discrimination)

The following procedures have been established to provide for the prompt and equitable resolution of complaints alleging noncompliance with the district's public nondiscrimination policy and equal employment opportunity policy. (Discrimination complaints relating to students will be processed in accordance with procedures included elsewhere in the Board's policy manual.)

1. Any person who has a complaint regarding the district's nondiscrimination policy or equal employment opportunity policy shall promptly attempt to resolve it by discussing it with the building principal. The complaint should be in writing and describe in as much detail as possible the facts of the situation. The principal shall keep a written record of the discussion and provide a copy to the complainant.
2. If the complaint is not resolved in STEP 1, the complainant may file a written complaint with the district administrator. Within thirty (30) days after receiving the written complaint, the district administrator shall arrange a meeting with the complainant to discuss the complaint. Subsequent meetings may be scheduled as agreed to by both parties. The district administrator shall give a written decision to the complainant within ten (10) days after the final meeting regarding the complaint. (NOTE: If the complaint is first submitted to the school principal, who also serves as district administrator, the unresolved complaint will be appealed directly to the Board.)
3. If the complaint is not resolved in STEP 2, the complainant may file a written complaint with the Board. The written complaint shall be filed within ten (10) days after receipt of the district administrator's decision. The Board shall consider the complaint at the earliest appropriate meeting at which time the complainant shall have the right to present his/her position to the Board. The Board shall, within thirty (30) days after the meeting, advise the complainant, in writing, of the action taken with regard to the complaint.

Nothing in these procedures shall preclude individuals from pursuing other avenues afforded by law to deal with a discrimination complaint in lieu of these procedures.

LEGAL REF.: Title VI, Civil Rights Act of 1964  
Title IX, Education Amendments of 1972  
Age Discrimination Act of 1967

Section 504 of Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990  
Civil Rights Act of 1991  
Sections 111.31-111.39 Wisconsin Statutes  
118.13  
118.195  
118.20

CROSS REF.: 411-Rule, Discrimination Complaint Procedures (Students)

APPROVED: August 19, 1987

REVIEWED: January 23, 2019

REVISED: October 18, 1990  
April 22, 1992  
May 24, 2000  
July 28, 2010