

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

The Rice Lake Area School District does not discriminate against students on the basis of sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, or handicap in its educational programs or activities.

The District encourages informal resolution of complaints under this policy. If any person believes that the Rice Lake Area School District, or any part of the school organization, has failed to follow the state and federal laws, or in some way discriminates against students on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: Rice Lake Area School District, 700 Augusta Street, Rice Lake, WI 54868.

The person who believes he/she has a valid basis for a complaint is encouraged to discuss the concern with the employee(s) involved, and/or the employee(s) supervisor, in order to seek resolution. If the complaint is not resolved, the complainant may obtain a Discrimination Complaint Form from the District's Administrative Offices and comply with the following procedures:

Step 1

A written statement of the complaint shall be prepared and signed by the complainant. This complaint shall be presented to the District employee designated to receive complaints. The designated District employee will complete an investigation of the complaint. The designated District employee will send written acknowledgement of the receipt of the complaint to the complainant within 45 days. Complaints under USC s. 1415 and Chapter 115, WI Statutes, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with a disability shall be resolved through the procedures authorized by Chapter 115, Subchapter V, WI Statutes. Complaints under 20 USC s. 1231 e-3 and 34 CFR ss 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the State Superintendent.

Step 2

The District shall provide a prompt, complete, independent, and impartial investigation of the complaint. In most cases, the investigation will be conducted by the Superintendent's Designee. In some cases, the investigation may be conducted by an investigative team or outside consultant. The investigative team may consist of the Superintendent's Designee or Legal Counsel.

The investigation shall include a thorough review of the circumstance under which the alleged discrimination occurred and any policies and practices related to the situation. The investigation may include the review of various documents and information acquired during the investigation which may include, but is not limited to, the response of the alleged discriminating employee, written or oral statements from witnesses, copies of or extracts from records, policy statements, on-site visit, or regulations of the District.

Step 3

After the investigation has been completed, the Superintendent's Designee shall inform the Superintendent of the District position on such determination of the complaint, and the Superintendent or

the Superintendent's Designee shall communicate in writing such determination of the complaint to the complainant and respondent(s) within 90 days from the time the complaint is filed, unless an extension is agreed to by both parties.

Step 4

If the complainant is not satisfied with the District's position on such determination, or in lieu of utilizing these complaint procedures, the complainant may pursue alternate actions available under state or federal laws (e.g., appeal to State Superintendent of Public Instruction (for teachers), filing of complaint with the Equal Rights Division of the Department of Workforce Development, the U.S. Office for Civil Rights/Chicago and/or the courts having proper jurisdiction).

Step 5

Maintenance of Complaint Records-Records of all complaints shall be kept 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 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.

Adopted: 09/28/87
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04/08/96
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03/07/11
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