

PROCEDURE 112.1 – GENERAL DISCRIMINATION COMPLAINT

If any person believes that the Waterloo School District 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 race, religion, sex or sexual orientation, age, national origin, handicap, marital status, political affiliation, ancestry, color, arrest or conviction record, military status or any other factors provided for by state and federal laws and regulations, he/she may bring forward a complaint to the Administration Office at 813 North Monroe Street, Waterloo, WI 53594 (920) 478-3633.

This procedure is for use by employees, and where applicable, by parents/guardians or residents of the district as a means of resolving alleged noncompliance with the district's nondiscrimination policy. Grievances involving students shall be processed in accordance with procedures included in the "Student" section of the Board's policy manual.

Informal Grievance Procedure

Any person who believes he/she has a valid basis for complaint shall discuss his/her concern with the district administrator and, if necessary, file a written statement within five (5) business days of the incident. The district administrator shall investigate the complaint or cause to have the complaint investigated 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 as outlined below.

Formal Grievance Procedure

STEP 1: A written complaint including resolution sought of the grievance shall be prepared by the complainant, signed and presented to the district administrator or his/her secretary within five (5) business days of receipt of the written reply to the informal complaint. The person receiving the complaint shall sign, date and number the complaint form. The original copy shall be retained by the district administrator and one (1) copy shall be returned to the complainant.

The district administrator shall further investigate the grievance and reply to the complainant in writing within five (5) business days of receipt of the written complaint. The reply shall be forwarded to the complainant by certified mail.

STEP 2: If the complainant remains unsatisfied, he/she may appeal the district administrator's decision to the Board of Education in writing. The signed, written statement must be filed with the Board within five (5) business days of receipt of the district administrator's response. In an attempt to resolve the grievance, the Board shall meet with the concerned party(ies) and their representatives within fifteen (15) business days of receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the District Secretary to each concerned party within ten (10) business days of this meeting by certified mail.

STEP 3: If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707-7841.

STEP 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Driver, 8th Floor, Chicago, Illinois 60606.

APPROVED: December 1990