

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

## **STUDENTS**

### **STUDENT RIGHTS AND RESPONSIBILITIES STUDENT COMPLAINTS AND GRIEVANCES**

### **CIVIL & LEGAL RIGHTS & RESPONSIBILITIES EQUAL EDUCATIONAL OPPORTUNITIES**

**442 - Rule**

#### **Complaint Procedures**

Any complaint regarding the interpretation or application of the District's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or third party complaining of discrimination on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in school programs or activities shall report the complaint in writing orally, or electronically to the District Compliance Officer. All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses. If the Complainant is unwilling or unable to provide a written statement with the information above, the Compliance Officer shall ask for such details in an oral interview. The Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the report by signing the document.
2. The District Compliance Officer will advise the complainant of their options and available resources, including the option to pursue informal or formal resolution of the complaint, and will provide the complainant a copy of this procedure in a language the complainant can understand. The District Compliance Officer will first allow a complainant the opportunity to resolve the complaint on an informal basis, if the complainant requests to do so. If the complaint is able to be resolved informally, the District Compliance Officers will prepare a written statement outlining the resolution and provide a copy to the complainant. However, if the complainant chooses not to proceed using the informal procedures, requests to move forward with a formal investigation at any time during the informal process, or is not satisfied with the process's outcome, the District will proceed with formally investigating the complaint according to the process identified below.
3. The District Compliance Officer, upon receiving a complaint, will investigate the complaint brought under this procedure promptly, thoroughly, and impartially. Within ten (10) days after receiving the complaint, the District Compliance Officer will prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and the District Administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the parties.
4. If either party is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within ten (10) days after the hearing. Copies of the written decision shall be mailed or delivered to the parties and the District Administrator.
5. If either party is dissatisfied with the Board's decision, he/she may within thirty (30) days appeal the decision in writing to the State Superintendent of Public Instruction.

6. Discrimination complaints relating to the identification, evaluation, educational placement, or 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.
7. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Copies of these complaint procedures shall be included in staff and student handbooks.

Legal Ref.: Section 118.13 Wisconsin Statutes PI 9 of the Wisconsin Administrative Code Title IX, Education Amendments of 1972 Title VI, Civil Rights Act of 1964 Section 504, Rehabilitation Act of 1973

Cross Ref.: Equal Educational Opportunities  
Special Education Handbook

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