

**DISCRIMINATION COMPLAINT PROCEDURES**

Any complaint regarding the interpretation or application of the district's equal educational opportunities policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent/guardian or resident of the district complaining of discrimination on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing to the District Administrator.
  - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with disabilities shall be processed in accordance with established appeal procedures outlined in the Marathon County Children with Disabilities Board's special education handbook.
  - b. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.
2. The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator shall review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, 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 grievant.
3. If the grievant 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 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the District Administrator.
4. If the grievant is dissatisfied with the Board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.

Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office of Civil Rights, as authorized by federal law. Such complaints shall be made to: Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8<sup>th</sup> Floor, Chicago, IL 60606.

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

APPROVED: October 13, 1999