

## **STUDENT DISCRIMINATION COMPLAINT PROCEDURES (411-Rule)**

If any person believes that Verona Area School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or the Americans with Disabilities Act (ADA) or in some way discriminates on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability or any other factor provided for by state and federal laws and regulations, he/she may bring forward a complaint to the Administration Office at 700 N. Main Street, Verona, Wisconsin 53593.

### **Informal Complaint Procedures:**

Any person who has a complaint regarding the District's student nondiscrimination policy shall discuss his/her concern with the District's Equity Coordinator (Director of Instruction) or the Section 504/ADA Coordinator (Director of Pupil Services) as appropriate. Disability discrimination complaints should be referred to the Section 504/ADA Coordinator and all other student discrimination complaints referred to the Equity Coordinator. The Coordinator shall investigate the complaint and reply to the complainant in writing within two business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures as outlined below.

### **Formal Complaint Procedure:**

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. It shall be presented to the District's Equity Coordinator or Section 504/ADA Coordinator within five business days of receipt of the written reply to the informal complaint. The Coordinator will further investigate the complaint and reply to the complainant in writing within five business days.

- a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a student with a disability shall be resolved through the procedures authorized by state law and outlined in the District's Special Education Policy and Procedure 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.

Step 2: If the complainant wishes to appeal the decision of the Equity Coordinator or Section 504/ADA Coordinator, he/she may submit a signed statement of appeal to the District Administrator within five business days after receipt of the Coordinator's response to the complaint. The District Administrator shall meet with all parties involved, make a determination and respond to the complainant in writing.

Step 3: If the complainant is not satisfied with the District Administrator's decision, he/she may appeal to the School Board in writing. The signed, written statement must be filed with the Board within five business days of receipt of the District Administrator's response in Step 2. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within 15 business days of the receipt of such an appeal. A copy of the Board's decision on the appeal shall be sent by the Board Secretary to each concerned party within 10 business days of this meeting. The decision

of the Board shall include a notice to the complainant of his/her right to appeal the determination to the State Superintendent of Public Instruction.

Step 4: If a complainant wishes to appeal a negative determination by the Board to the State Superintendent of Public Instruction, he/she may do so 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 the Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, Wisconsin 53707-7841.

Discrimination complaints on some of the above bases (Title IX, Title VI, Section 504, ADA) may also be filed with the Office for Civil Rights, Region V, U.S. Department of Health and Human Services, 233 N. Michigan Ave., Suite 240, Chicago, IL 60601.