

## DE SOTO AREA SCHOOL DISTRICT

411-Rule

### STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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

The District encourages informal resolution of student discrimination complaints. If any person believes that the District or any part of the school organization has failed to follow state or federal discrimination laws or rules, or in some way discriminates against students in violation of Board policy, he/she may bring or send a complaint to the administration office at the following address: District Administrator, De Soto Area School District, 615 Main Street, De Soto, WI 54624-8600.

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

1. Any student, parent/guardian, or District resident complaining of student discrimination in school programs or activities shall report the complaint in writing to the District Administrator. (Letter or complaint form).
  - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with a disability shall be processed in accordance with established appeal procedures outlined in the District's special education handbook.
  - b. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g., EDGAR complaints) 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. He/she will review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. Within 15 school 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 complainant.

3. If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board of Education. 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 school days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.
4. The complainant shall be notified of the right to appeal a negative determination by the Board to the state superintendent of public instruction and of the procedures for making the appeal.

#### 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 title or 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.

APPROVED: August 20, 2007

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