

## DISCRIMINATION COMPLAINT PROCEDURES

### Formal Complaint Procedures

The district encourages informal resolution of complaints alleging violation of the district's equal educational opportunities policy. The following formal complaint procedure is available, however, to address allegations of violation of the district's policy.

If any person believes that the School District of West Salem or any part of the school organization has failed to follow its equal educational opportunities policy, he/she may bring or send a written complaint to the director of special education/school psychologist at the administration office at 405 E. Hamlin Street, West Salem, WI 54669 at 608-786-0700.

- Step 1: The School Psychologist/Director of Special Education will meet with the complainant in an attempt to resolve the issue.
- Step 2: If the complainant is not satisfied, a written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the director of special education/school psychologist. He/she shall send written acknowledgement of receipt of the complaint within 45 days.
- Step 3: A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time.
- Step 4: If the complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent of Public Instruction if the Board has not provided written acknowledgement 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 of Public Instruction, Department of Public Instruction, 125 South Webster St., PO Box 7841, Madison, WI 53707-7841.

An appeal to the State Superintendent, Department of Public Instruction should be in writing and signed. The following information should be included:

- the reason for the appeal
  - the facts that make you believe discrimination occurred; and
  - the relief or outcome you are requesting.
- Include a copy of the school district's final decision on your complaint. If the person appealing is a minor, a parent or guardian must also sign the appeal.

To file an appeal write to:  
Department of Public Instruction  
Pupil Nondiscrimination Program  
PO Box 7841  
Madison WI 53707-7841

Discrimination complaints on some of the above basis may also be filed with the federal government at the Office for Civil Rights, United States Department of Education, 300 South Wacker Drive, Eighth Floor, Chicago, IL 60606.

#### Special Education Grievance Procedure

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a child with exceptional educational needs (EEN) shall be resolved through the procedures outlined in the district's special education handbook.

#### Federal Program Grievance Procedure

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.

#### Maintenance of Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept for each complaint filed and, at a minimum, should include:

1. The name and address 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 and address of the respondents;
5. The levels of processing followed, and the resolution, date and decision-making authority at each level;
6. A summary of the facts and evidence presented by each party involved; and
7. A determination of the facts, statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

APPROVED: March 22, 2004