

DISCRIMINATION COMPLAINT PROCEDURE

If any person believes that the School District of Brodhead or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., or in some way has discriminated against pupils on the basis of any protected category under state or federal law, he/she may bring or send a complaint to the Superintendent, 2501 West Fifth Avenue, Brodhead, WI 53520.

- Step 1. A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the Superintendent. In the event that the Superintendent is the subject of the complaint, the statement of complaint shall be presented to the School Board President. The complaint may be filed on either a District form, or as a written narrative providing pertinent details. The Superintendent or Board President shall send written acknowledgment of receipt of the complaint within ten (10) working days.
 - Step 2. The Superintendent will attempt to resolve the complaint, and will issue a written response within twenty (20) working days of the complaint.
 - Step 3. If the complainant wishes to appeal a negative determination by the Superintendent, he/she must file a written appeal to the School Board within twenty (20) working days of notification by the Superintendent. A written resolution of the complaint shall be made by the Board within 45 days of receipt of the complaint, unless the parties agree to an extension of time. Appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with a Special Education need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the District is violating a federal statute or regulation that applies to a program may be referred directly to the State Superintendent.
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Step 4. If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the State Superintendent 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 acknowledgement within 45 days of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals may be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707.

Step 5. Discrimination complaints on some of the above basis may also be filed with the federal government at:

Office for Civil Rights
Chicago Office
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544

LEGAL REF: WI. ST. 118.13
PI 9 and PI 41 of the Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Act
Civil Rights Act of 1991

Adopted: _____

Last Revision: November 13, 2013

Last Review: October 12, 2016

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Name _____ Date _____

Address _____
(Street) (City) (Zip)

Telephone _____
(Home) (School or work location)

Status of person filing complaint: ___ Student ___ Employee
___ Parent ___ Other: _____

Filing complaint-alleging discrimination on the basis of:

Statement of Complaint (include type of discrimination charged and the specific incident(s)
in which it occurred): (attach additional pages as necessary)

Signature of complainant

Date complaint filed

Signature of person receiving complaint

Date Received

Submit all copies to the Superintendent of the School District of Brodhead. He/she will sign and date the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be retained by the Superintendent.