

School District of Black River Falls

School Board Policy 112-Rule

General Discrimination Complaint Procedure

If any person believes that the School District of Black River Falls or any part of the school organization has in some way violated the principles and/or regulations of Title VI, Title IX, and Section 504 or in some way discriminated against him/her on the basis of age, ancestry, creed, religion, color, pregnancy, marital or parental status, national origin, race, sex, sexual orientation, physical, mental, emotional or learning disability/handicap and any other factors provided for by state and federal laws and regulations, he/she may bring forward a complaint in writing to the Administration Office at 301 North Fourth Street, Black River Falls, WI 54615.

Informal Procedure

Any person who believes that he/she has a valid basis for complaint regarding the district's nondiscrimination policy shall discuss his/her concern with the district administrator. The district administrator shall investigate the complaint and reply to the complainant in writing within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate the formal procedure as outlined below. The formal grievance procedure shall not be available to applicants for employment.

Formal Grievance Procedure

- STEP 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the district administrator within five (5) business days of receipt of the written reply to the informal complaint. The district administrator shall further investigate the grievance and reply to the complainant in writing within five (5) business days. The reply shall be forwarded to the complainant by certified mail.
- STEP 2: If the complainant remains unsatisfied, he/she may appeal to the Board within five (5) business days of receipt of the district administrator's response in STEP 1 through a signed, written statement. In an attempt to resolve the grievance, the Board shall meet upon due notice with the concerned parties and their representatives and any other persons necessary to resolve the matter within fifteen (15) business days of receipt of such an appeal or at such other time as the parties agree to. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) business days of this meeting. Copies of the disposition shall be forwarded by certified mail.
- STEP 3: If, at this point, the grievance has not been satisfactorily settled, further appeals may be made to appropriate agencies (e.g. U.S. Office of Civil

Rights, Wisconsin Department of Industry, Labor and Human Relations,
State Superintendent of Public Instruction) and/or the courts having proper
jurisdiction.

LEGAL REF.: Sections 111.31 - 111.395 Wisconsin Statutes
 118.13
 118.195
 118.20
 Titles VI and VII, Civil Rights Act of 1964
 Title IX, Education Amendments of 1972
 Section 504 of Rehabilitation Act of 1973

APPROVED: March 18, 1985

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 October 17, 1988
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