

Guidelines

Nondiscrimination Policy 2250

Nondiscrimination Complaint Procedure

If any person believes that the Columbus School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title IX, Title VI, Chapter I of Title I ESEA, or statutes relating to race, religion, national origin, ancestry, creed, sexual orientation or (2) Federal Laws 504 of the Rehabilitation Act of 1973, ADA, IDEA, or (3) Wisconsin Statutes Ch. 115 or section 118.13 or, PI 9, PI 11, or PI 41, or (4) other discrimination, unemployment or employee relations on the basis of sex, disability, race, religion, color, age or national origin, he/she may bring forward a complaint.

A complaint is defined as an alleged action prohibited under the laws and statutes identified above, and a complainant is a student, parent/guardian or employee who submits a complaint.

Informal Procedure

The person who believes he/she has a valid basis for complaint shall discuss the concern with (1) the business administrator (issues relating to discrimination on the basis of sex, race, color, religion, national origin, ancestry, creed, sexual orientation), (2) the pupil services director (issues relating to discrimination on the basis of disability, including physical, mental, emotional, or learning disabilities, or pregnancy, marital or parental status-

The administrator receiving the complaint 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 formal procedures according to the steps listed.

Formal Complaint Procedure

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to (1) the business administrator, or (2) the pupil services director, within five (5) business days of receipt of the written reply to the informal complaint. The administrator shall further investigate the matters of the complaint and reply in writing to the complainant within five (5) business days by certified mail.

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 provided by federal and state law.

Step 2: If the complainant wishes to appeal the decision of the administrator, he/she may submit a signed statement of appeal to the Superintendent Schools within five (5) business days after receipt of administrator's response to the complaint. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten (10) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each concerned party within ten (10) business days of this meeting by certified mail.

Step 4: If, at this point the complaint has not yet been satisfactorily settled, further appeal may be made to the:

State Superintendent of Public Instruction

And/or

Office of Civil Rights

U.S. Department of Education

Chicago, IL 60605

Notice: Any complaint submitted under this procedure shall be filed at Step 1 within sixty (60) business days after the complainant became aware, or reasonably should have become aware, of the complaint. If the complaint is not served within that time, the complaint will not be considered. Failure by the complainant to appeal the complaint within the time limit provided shall also bar the complaint.

Approved: 3/19/02

