

SCHOOL DISTRICT OF MAYVILLE

411-Rule

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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

1. Any student, parent/guardian or resident of the District complaining of student discrimination on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing to the District Administrator, except as provided below.
 - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Policy and Procedure 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 alleged infraction. The District Administrator will review with the appropriate building principal, or other appropriate persons, the facts comprising the alleged discrimination. Within 15 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 5 days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator. The complainant shall be informed of his/her right to appeal the Board's decision to the State Superintendent of Public Instruction.
4. If the complainant is dissatisfied with the Board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.

Nothing in these procedures shall preclude persons from filing a complaint directly or on appeal with the U.S. Office of Civil Rights as authorized by federal law.

Copies of these complaint procedures shall be included in staff and student handbooks.

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 facts and evidence presented by each party involved.
7. A determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

CROSS REF.: Special Education Policy and Procedure Handbook

APPROVED: February 4, 1991

ADOPTED: March 4, 1991

REVIEWED:

REVISED: November 20, 2000

Signatures of School Board Members:

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