

**EQUAL EDUCATIONAL OPPORTUNITIES/
COMPLAINT PROCEDURES**

POLICY STATEMENT

- A. The School District of New London is committed and dedicated to the task of providing the best education possible for every student in the District for as long as the student can benefit from attendance, and the student's conduct is compatible with the welfare of the entire student body.
- B. The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities will not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability/handicap.
- C. Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District will have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth will not be required to attend a separate school or program for homeless children and will not be stigmatized by school personnel.
- D. The District will provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.
- E. The District will also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations will be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy will be provided to students without prejudicial effect.
- F. Complaints regarding the interpretation or application of this policy will be referred to the District Administrator and processed in accordance with established procedures.
- G. Any complaint regarding the interpretation or application of the district's student nondiscrimination policy will be processed in accordance with the following complaint procedures.

POLICY PROCEDURE

- A. Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap in school programs or activities will report the complaint in writing to the District Administrator. Assistance in drafting the written complaint will be made available if requested. A complaint form is available (Exhibit 1).

1. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with a disability will be processed in accordance with established procedures as outlined in the Parent Rights brochure in compliance with Individuals with Disabilities Educational Improvement Act (IDEIA) regulations.
 2. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g., EDGAR complaints) will be referred directly to the State Superintendent of Public Instruction.
- B. The District Administrator will acknowledge receipt of the written complaint within 15 days of receipt of the original written complaint.
- C. The District Administrator, upon receiving such a written complaint, will immediately undertake an investigation of the suspected infraction. The District Administrator will review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. The District Administrator will 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 within 45 days of receipt of the original complaint unless the parties agree to an extension of time.
- D. If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board within 15 days of receipt of the decision. The Board will hear the appeal at the next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board will make its decision in writing after the hearing. Copies of the written decision will be mailed or delivered to the complainant and the District Administrator.
- E. The complainant will be notified of the right to appeal a negative determination by the Board to the State Superintendent of Public Instruction and the procedures for making the appeal.
- F. Nothing in these procedures will prevent individuals from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints will be made to: Office of Civil Rights, Region V, U.S. Department of Education, 233 North Michigan Avenue, Suite 240, Chicago, IL 60601 (312-886-2359).
- G. Records of all complaints will be kept for the purpose of documenting compliance and past practices. The records will include information on all levels of the complaint and any appeals. The records should include:
1. The name of the complaint 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(s) 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 statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

- H. Notice of this policy and complaint procedure will be published in the back-to-school newspaper edition. A student nondiscrimination statement will be included in student handbooks, staff handbooks, co-curricular handbooks, and course selection handbooks.

LEGAL REFERENCE: Section 118.13 Wisconsin Statutes
PI 9 of the Wisconsin Administrative Code
Title IX, Educational Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504 Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Act
Civil Rights Act of 1991
McKinney-Vento Homeless Education Assistance Act

CROSS-REFERENCE: Exhibit 1, Formal Written Complaint