

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 411 - EQUAL EDUCATIONAL OPPORTUNITIES/ COMPLAINT PROCEDURES

- 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 with annual notices. A student nondiscrimination statement will be included in student handbooks, staff handbooks, co-curricular handbooks, and course selection handbooks.

ADOPTION DATE: May 9, 2005

REVISION DATE(S): November 26, 2018

REVIEW DATE(S): September 12, 2018; February 14, 2024

CROSS-REFERENCE: Policy 411 Equal Educational Opportunities/Complaint Procedure
Exhibit 1 Formal Written Complaint

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