



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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112-Rule

## General Discrimination Complaint Procedures

If any person believes that the River Valley School District has inadequately applied the principles and/or regulations of Title VI, Title IX and Section 504 or in some way discriminates on the basis of race, color, sex, national origin, handicap or disability, or any other factor provided for by federal laws and regulations, he/she may file a complaint in accordance with the following procedures:

1. Any complaint alleging noncompliance with the district's general nondiscrimination policy shall be made in writing and include a statement of the facts comprising the alleged noncompliance. Such complaints must be signed and dated.
2. Complaints alleging noncompliance with the district's general nondiscrimination policy shall be referred to the district administrator, except as otherwise provided. The district administrator shall review the facts comprising the alleged noncompliance, meet with all the parties involved, formulate a conclusion and respond to the complainant in writing within 15 school days of receiving a complaint.
  - a. Complaints regarding student discrimination shall be referred to the building principal and processed in accordance with established procedures.
  - b. Complaints regarding employee discrimination shall be processed in accordance with established procedures.
3. If the complainant is not satisfied with the district administrator's decision, he/she may appeal the decision in writing to the Board within 15 school days of receipt of the decision. 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 15 school days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the district administrator.
4. Complaints alleging noncompliance with the district's general nondiscrimination policy by the district administrator shall be referred to the Board directly by filing such complaints with any member of the Board. The Board shall, at its next regular Board meeting or at a special meeting, appoint a qualified individual to review the facts comprising the alleged noncompliance, meet with all the parties involved, formulate a conclusion and respond to the complainant in writing within 15 school days of receiving a complaint. If the complainant is not satisfied with the investigator's decision, he/she may appeal the decision in writing to the Board within 15 school days of receipt of the decision. 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 15 school days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and district administrator.
5. Appeals beyond the Board may be made to the Office for Civil Rights - Region 5 and/or courts having proper jurisdiction or, in lieu of the procedures provided in this policy, complaints may be made directly to the Office for Civil Rights - Region 5.

LEGAL REF.: Title VI, Civil Rights Act of 1964  
Title IX, Education Amendments of 1972  
Section 504 of Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990  
Civil Rights Act of 1991

CROSS REF.: Policy #411-Rule - Discrimination Complaint Procedures (Student)

APPROVED: February 9, 1989

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September 8, 1994

REVISED: August 8, 1996

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