

## EQUAL EDUCATIONAL OPPORTUNITIES COORDINATOR

The Board designates the Director of Special Education and Pupil Services as the district's Equal Educational Opportunities Coordinator. His/her responsibilities shall include, but shall not be limited to:

1. Receiving, reviewing and becoming familiar with various materials from the state and federal governments relative to nondiscrimination requirements.
2. Maintaining local district files of compliance documents.
3. Making recommendations to the Superintendent and Board of Education relative to the assurances made by the district's equal educational opportunities policies.
4. Causing to be posted, published, distributed, etc., the various notices of the district's compliance with state and federal nondiscrimination laws.
5. Serving as a grievance hearing officer for individuals or groups who allege discrimination by the district under provisions of Titles VI and IX, Section 504, section 118.13 of the Wisconsin Statutes or the Americans with Disabilities Act.
6. Keeping records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:
  - a. The name of the grievant or complainant and his/her title or status.
  - b. The date the grievance was filed.
  - c. The specific allegation made and any corrective action requested by the grievant.
  - d. The name(s) of the respondents.
  - e. The levels of processing followed, and the resolution, date and decisionmaking authority at each level.
  - f. A summary of facts and evidence presented by each party involved.
  - g. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

The Equal Educational Opportunities Coordinator may develop and implement such procedures as are necessary to maintain the district's assurances of compliance.

ADOPTED: November 28, 1983

REVISED: July 27, 1987  
December 16, 1996  
November 26, 2001

LEGAL REF.: Title IX, Education Amendments of 1972  
Section 504, Rehabilitation Act of 1973  
Wisconsin Statutes: 118.13

Title VI, Civil Rights Act of 1964  
Americans with Disabilities Act of 1990  
Wisconsin Administrative Code: PI 9

CROSS REF.: JB, Equal Educational Opportunities

REVIEW DATE: May 22, 2013