

EQUAL EDUCATIONAL OPPORTUNITIES

The state of Wisconsin and the School District of Jefferson are committed to equal educational opportunities for all students. The Jefferson Board of Education, as an agent of the state, acknowledges this commitment and shall ensure that a program of equal educational opportunity exists for all students in the School District of Jefferson.

It is the policy of the School District of Jefferson, that no person, on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap, may be harassed or denied admission to any school in this district or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity. This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, national origin, color), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans with Disabilities Act of 1990 (disability).

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall 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 shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The district shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall 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 shall be provided to students without prejudicial effect.

Students, who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

The district further assures that all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to its students in connection with its educational programs or activities are not discriminating in violation of Title VI, (race, national origin, color), Section 504 (handicap), Title IX (sex) or the Americans with Disabilities Act (disability) and related regulations, guidelines and standards.

It shall be the responsibility of the Director of Special Education and Pupil Services to examine existing policies and develop new policies where needed to ensure that the School District of Jefferson does not discriminate pursuant to state and federal law. The Director of Special Education and Pupil Services is designated annually to receive complaints filed under this policy. He/she shall assure adoption of a complaint procedure to resolve complaints alleging violation of state and federal laws, assure that an evaluation of the district's compliance with state law is completed as required and submit the necessary forms as required by state law.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the District's official newspaper as a Class 1 Notice and also in the Family Information Publication. In

addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks, and other published materials distributed to the public describing school activities and opportunities.

ADOPTED: November 26, 1979 (under Policy JB)

REVISED: November 28, 1983 (under Policy JBA)
October 28, 1985 (under Policy JB)
July 27, 1987 (under Policy JB)
December 16, 1996 (under Policy JB)
September 24, 2001 (under Policy JB)
October 27, 2003 (under Policy JB)
May 22, 2013
February 24, 2014

LEGAL REF.: Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Civil Rights Act of 1991
Individuals with Disabilities Education Act
Wisconsin Statutes: 118.13
Wisconsin Administrative Code: PI 9
PI 41
McKinney-Vento Homeless Education Assistance Act

CROSS REF.: JB-R, Discrimination Complaint Procedures
JB-E, Discrimination Complaint Form
JBB, Equal Educational Opportunities Coordinator
JEC, School Admissions

REVIEW DATE: February 24, 2014

DISCRIMINATION COMPLAINT PROCEDURES

If any person believes that the School District of Jefferson, or any part of the school organization, has inadequately applied the principles and/or regulations of Section 504, Title IX, Title VI, Section 118.13 of the Wisconsin Statutes or the Americans with Disabilities Act, he/she may bring forward a complaint to the Equal Educational Opportunities Coordinator at the School District Office at the following address: 206 S. Taft Avenue, Jefferson, WI 53549.

INFORMAL COMPLAINT PROCEDURE

The person who believes he/she has a valid basis for complaint shall discuss the concern with the Equal Educational Opportunities Coordinator, who shall in turn investigate the complaint and reply to the complaint in writing within five business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

FORMAL COMPLAINT PROCEDURE

- STEP 1: The complainant must submit to the Equal Educational Opportunities Coordinator a signed, written, "Statement of Complaint" within five business days of receipt of the written reply to the informal complaint. The "Statement of Complaint" shall name the complainant, state the facts giving rise to the complaint, identify all the provisions of the rules and regulations alleged to be violated, state the contention of the complainant with respect to those provisions, indicate the relief requested and be signed by the complainant. The Coordinator shall give the complainant an answer in writing no later than 10 business days after receipt of the written complaint.
- STEP 2: If the complainant wishes to appeal the decision of the Equal Educational Opportunities Coordinator, he/she may submit a signed statement of appeal to the Superintendent within five business days after receipt of the Coordinator's response to the grievance. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the grievance within 15 business days by certified mail.
- STEP 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within 25 business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each concerned party within 10 business days of this meeting by certified mail.
- STEP 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the State Superintendent of Public Instruction within 30 days of the Board's decision.

Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office of Civil Rights as authorized by federal law.

SPECIAL EDUCATION GRIEVANCE PROCEDURE

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with disabilities shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

FEDERAL PROGRAM GRIEVANCE PROCEDURE

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

2/24/14

DISCRIMINATION COMPLAINT FORM

Name: _____ DATE: _____

Address: _____

Telephone: _____ (Home Number) _____ (School or Work Location Number)

Status of person filing complaint: _____ Student _____ Employee

_____ Parent/Guardian _____ Other _____

Statement of complaint (include type of discrimination charged and the specific incident[s] in which it occurred):

Signature of complainant: _____

Date complaint filed: _____

Signature of person receiving complaint: _____

Date Received: _____ Complaint Number: _____

Complaint Authority: _____

Submit the complaint to the Equal Educational Opportunities Coordinator's Administrative Assistant at the School District Office. Upon receiving the complaint, the Administrative Assistant shall sign, receipt and date the complaint. A copy shall be returned to the complainant, a copy shall be sent to the school or department affected by the complaint and a copy shall be sent to the Equal Educational Opportunities Coordinator.