

SCHOOL DISTRICT OF BAYFIELD

112.1-Rule

TITLE IX/SECTION 504 COMPLAINT PROCEDURE

If any person believes that the School District of Bayfield or any part of the school organization has inadequately applied the principles and/or regulations of Title IX (gender) and Section 504 (handicap), that person may forward a complaint to the Administration Office at the following address: Office of the District Administrator, P.O. Box 5001, Bayfield, WI 54814.

Informal Procedure

The person who believes there is a valid basis for a complaint shall discuss the concern with the local Title IX or Section 504 Coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within five business days. If this reply is not acceptable to the complainant, that person may initiate formal procedures according to the steps listed.

Formal Complaint Procedure

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the local Title IX or Section 504 Coordinator within five business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the complaint and reply in writing to the complainant within five business days.

Step 2: If the complainant wishes to appeal the decision of the local Title IX or Section 504 Coordinator, that person may submit a signed statement of appeal to the District Administrator within five business days after receipt of the Coordinator's response to the complaint. The District Administrator shall meet with the parties involved, formulate a conclusion, and respond in writing to the complaint within ten business days.

Step 3: If the complainant remains unsatisfied, that person may appeal through a signed, written statement to the Board of Education within five business days of receipt of the District Administrator's response in Step 2. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within fifteen 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 ten business days of this meeting.

Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

Nothing in these procedures shall preclude an individual's right to seek avenues of legal redress outside of District procedures.

Maintenance of Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept for each complaint filed and, at a minimum, should include:

1. The name and address of the complainant and that person's title or status.
2. The date the complaint was filed.
3. The specific allegation made and corrective action, if any, requested by the complainant.
4. The name and address of the respondents.
5. The levels of processing followed, the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A determination of the facts, statement of the final resolution, and the nature and date(s) of the corrective or remedial action taken.

APPROVED: June 10, 1991
REVISED: October 12, 1992
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