

## **NONDISCRIMINATION**

NOTICE IS HEREBY GIVEN on this 1<sup>st</sup> day of October, 2002, that the School District of Glenwood City does not discriminate against pupils, programs, staff members, employees, and/or overall general operations on the basis of sex, race, religion, national origin (including limited-English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap, and the School District of Glenwood City complies with these laws.

### **COMPLAINT PROCEDURE REFERENCE**

The district encourages informal resolution of complaints under this policy. If any person believes that Glenwood City School District or any part of the school organization has failed to follow the law and rules of S.118.13, Wis. Stat., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the Superintendent of Schools at the following address:

School District of Glenwood City  
850 Maple Street  
Glenwood City, WI 54013  
715-265-4757

STEP 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgement of receipt of the complaint within 45 days.

STEP 2: A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and Ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by Ch. 115, sub Ch. V., referred to as EDGAR complaints, that the state or a subgantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

STEP 3: If a complainant wishes to appeal the decision of the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction.

STEP 4: Discrimination complaints may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education.