

NONDISCRIMINATION / HARASSMENT STATEMENT AND COMPLAINT PROCEDURE

The Merton Community School District does not discriminate on the basis of sex, race, national origin, 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, or handicap. This policy also applies to issues of harassment.

The district encourages informal resolution of complaints under this policy. If any person believes the Merton Community School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., or in some way discriminates on the basis listed above, she/he may bring or send a complaint to: District Administrator, Merton Community School District, P.O. Box 15, Merton, WI 53056.

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 the 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, subch. V., Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent. Complainant shall be informed, upon decision, of the right to appeal (4019 Addendum C).

STEP 3: If a complainant wishes to appeal a negative determination made by the board she/he has the right to appeal the decision to the state superintendent if the board has not approved 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, 125 S. Webster Street, P.O. Box 7841, Madison, WI 53707-7841.

STEP 4: Discrimination complaints on some of the above basis may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 S. Wacker Drive, 8th Floor, Chicago, IL 60606.

Adopted: September 1992

Revised: December 15, 1999

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