

## SCHOOL DISTRICT OF PRENTICE

**Date Adopted:** August 15, 1989  
**Date Revised:** September 16, 2020

**File Sector:** Board Operations  
**Policy Title:** General Nondiscrimination  
**Subtitle:** Public Notification of  
Nondiscrimination

### PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the School District of Prentice that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or physical, mental, emotional or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendment of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The District does not discriminate on the basis of sex in the education program or activity that it operates, and the District is required by Title IX and 34 C.F.R. ch. 106 not to discriminate in this manner. The requirement not to discriminate in the District's education program or activity extends to admission (as applicable) and to employment. The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education programs and activities against a person, it shall promptly respond in a manner that is not deliberately indifferent.

The Prentice School District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District.

Inquiries about the application of Title IX and 34 C.F.R. ch. 106 (i.e., the federal Title IX regulations) to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary at the U.S. Department of Education, or both.

Questions concerning this policy should be directed to:

School Counselor  
Title IX Coordinator  
School District of Prentice  
P.O. Box 110  
Prentice, Wisconsin 54556  
715-428-2811

- or -

School Psychologist  
Section 504 Contact  
School District of Prentice  
P.O. Box 110  
Prentice, Wisconsin 54556  
715-428-2811

**Cross Reference:**

**Legal Reference:** Section 118.13, Wis. Statutes  
Title IX Education Amendment of 1972  
Title VI Civil Rights Act of 1964  
Section 504, Rehabilitation Act of 1964

## SCHOOL DISTRICT OF PRENTICE

**Date Adopted:**  
**Date Revised:** September 16, 2020  
Nondiscrimination

**File Sector:** Board Operations  
**Policy Title:** General

**Subtitle:** Nondiscrimination Policy

### NONDISCRIMINATION POLICY

#### STATEMENT

The Prentice School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability of 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.

The District does not discriminate on the basis of sex in the education program or activity that it operates, and the District is required by Title IX and 34 C.F.R. ch. 106 not to discriminate in this manner. The requirement not to discriminate in the District's education program or activity extends to admission (as applicable) and to employment.

Inquiries about the application of Title IX and 34 C.F.R. ch. 106 (i.e., the federal Title IX regulations) to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary at the U.S. Department of Education, or both.

#### PROCEDURES

The district encourages informal resolution of complaints under this policy. If any person believes that Prentice School District or any part of the school organization has failed to follow the laws and rules of S.118.13, Wis. Statutes, or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the administration office at the following address: 1025 Town Street, P.O. Box 110, Prentice, WI 54556.

#### **Complaints under this Policy shall be processed in accordance with the following:**

**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 District Administrator 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, Wisconsin Statutes 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, Wisconsin Statutes. 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 a subgrantee is violating 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 a negative determination by 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, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

**Step 4:** Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 111 N. Canal St., Suite 1053, Chicago, Illinois 60606-7204.

**Cross Reference:**

**Legal Reference:** 20 USC s. 1415

Section 115, Wisconsin Statutes

## **SCHOOL DISTRICT OF PRENTICE**

**Date Adopted:**

**Date Revised:** August 18, 2020

**File Sector:** Board Operations

**Policy Title:** Nondiscrimination Grievance  
Procedures

**Subtitle:**

### **GRIEVANCE PROCEDURES**

Any complaint regarding the interpretation or application of the district's student non-discrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to personnel at the lowest level in the chain of command in an attempt to resolve the conflict. If this concern is not resolved at the lower level, then the complaint should be put in writing to the Title IX Coordinator.

The District does not discriminate on the basis of sex in the education program or activity that it operates, and the District is required by Title IX and 34 C.F.R. ch. 106 not to discriminate in this manner. The requirement not to discriminate in the District's education program or activity extends to admission (as applicable) and to employment.

Inquiries about the application of Title IX and 34 C.F.R. ch. 106 (i.e., the federal Title IX regulations) to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary at the U.S. Department of Education, or both.

2. The Title IX Coordinator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The Title IX Coordinator will review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the grievance, the Title IX Coordinator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.

3. If the grievant is dissatisfied with the decision of the Title IX Coordinator, he/she may appeal the decision in writing to the District Administrator within (5) days. The written appeal shall state with particularity the nature of the disagreement, the reasons underlying such disagreement, and how the outcome would be changed by reconsideration of the determination.

The District Administrator or designee shall conduct a review of the record to determine whether the preponderance of the evidence supports the determination. The District Administrator or designee shall issue a written decision and mail it to the parties within ten (10) days of the receipt of the appeal. The District Administrator's decision is a final decision.

4. If the grievant is dissatisfied with the District Administrator's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.

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

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

**Cross Reference:** Prentice School's Policy on Areas of Responsibility 251

**Legal Reference:** Section 118.13 Wisconsin Statutes

PI 9 of the Wisconsin Administrative Code

Title IX, Education Amendments of 1972

Title VI, Civil Rights Act of 1964

Section 504, Rehabilitation Act of 1973

# School District of Prentice

## TITLE IX FORMAL COMPLAINT FORM

**PURPOSE:** The purpose of the Title IX grievance procedures is to secure prompt and equitable resolutions of complaints based on sexual harassment, sexual violence and sex discrimination, including discrimination based on gender identity or expression or failure to conform to stereotypical notions of masculinity or femininity in violation of Title IX of the Education Amendments of 1972 ("Title IX") and violation of Academy policies that prohibit these types of discrimination. These procedures apply **only** to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).

**INSTRUCTIONS:** Individuals alleging Title IX discrimination and requesting review are required to complete this form and submit it to the School Leader or Title IX Coordinator as soon as possible after the occurrence of the alleged discrimination:

**1. Name of Complainant:** \_\_\_\_\_

\_\_\_\_\_

**Home Address City/State/Zip Home Phone**

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**2. Nature of Grievance:** Please describe the action you believe may be sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**3. When did the actions described above occur?**

\_\_\_\_\_

**4. Are there any witnesses to this matter? (Please circle) Yes No**

If yes, please identify the witnesses:

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**5. Did you discuss this matter with any of the witnesses identified in Item 4?**

(Please circle) **Yes No**  
**If yes, please identify:**

Person to whom you have spoken: \_\_\_\_\_

Date: \_\_\_\_\_

Method of communication:

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6. Have you spoken to any administrator(s) or other Academy staff member(s) about this matter? (Please circle) **Yes No**

If yes, please identify:

Person to whom you have spoken: \_\_\_\_\_

Date: \_\_\_\_\_

Method of communication:

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7. Please describe the result of the discussion(s) identified in Item 6:

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**PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR COMPLAINT.**

*I certify that the foregoing information is true and correct.*

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Print Name

Signature

Date