

# administrative guidelines

**BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

**OPERATIONS  
2260 / page 1 of 2**

## STUDENT DISCRIMINATION COMPLAINT PROCEDURES

- I. Any complaint regarding the interpretation or application of Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity shall be processed pursuant to the following complaint procedures. The timelines set forth below will be used unless all parties agree to an extension.
- II. Any student or parent who believes that student has been discriminated against in violation of Policy 2260 shall report the complaint in writing to the Director of Special Services. The complaint should include, at a minimum: the date(s) and specific nature of the alleged discrimination; the identity of the person who engaged in the alleged discriminatory behavior; the names of any witnesses; and the name, address, and phone number of the complainant.
- III. The Director of Special Services, upon receiving the written complaint, shall acknowledge receipt of the complaint in writing within seven (7) school days and shall immediately begin investigating the complaint. The Director of Special Services shall review the facts alleged in the complaint with the building principal and/or other appropriate individuals. Within fifteen (15) school days after receiving the complaint, the Director of Special Services shall respond to the complainant in writing. The response shall include the findings of the investigation, the action that has or will be taken to resolve the complaint, if any, and a notice to the complainant of his or her right to appeal the determination to the Superintendent.
- IV. If the complainant is not satisfied with the decision of the Director of Special Services, within fifteen (15) calendar days of receiving the decision, the complainant may appeal the decision in writing to the Superintendent. The written appeal should include the original complaint, written response from the Director of Special Services, and a statement explaining why the complainant is not satisfied with the decision.
- V. Upon receiving the written appeal, the Superintendent shall acknowledge receipt of the complaint in writing within seven (7) school days and shall immediately begin investigating the complaint. The Superintendent shall review the facts alleged in the complaint with the Director of Special Services and other appropriate individuals. Within fifteen (15) school days after receiving the complaint, the Superintendent shall respond to the complainant in writing. The response shall include the findings of the investigation, the action that has or will be taken to resolve the complaint, if any, and a notice to the complainant of his or her right to appeal the determination to the School Board.
- VI. If the complainant is not satisfied with the decision of the Superintendent, within fifteen (15) calendar days of receiving the decision, the complainant may appeal the decision in writing to the School Board. The written appeal should include the original complaint, written

# administrative guidelines

**BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

**OPERATIONS  
2260 / page 2 of 2**

responses from the Director of Special Services and Superintendent, and a statement explaining why the complainant is not satisfied with the decisions.

- VII. Within fifteen (15) school days of receiving the written appeal, the School Board shall hold a meeting to consider the appeal. The Board may invite the complainant, Superintendent, or other appropriate individuals to make a statement or offer additional information, as determined appropriate by the Board. Within fifteen (15) school days of the meeting, the Board shall respond in writing to the complainant, and a copy of the response shall be provided to the Superintendent. The response shall include a notice to the complainant of his or her right to appeal the decision to the State Superintendent.
- VIII. If the complainant is not satisfied with the Board's decision, the complainant may, within thirty (30) calendar days, appeal the decision in writing to the State Superintendent of Public Instruction.

Cross reference:

Board Policy 2260 – Nondiscrimination – Access to Equal Educational Opportunity

Approved: 8/18/04

Revised: 7/14/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us