

FILE: JB

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	October 29, 1987	FILE SECTOR: STUDENTS
DATE REVISED:	September 17, 1992	POLICY TITLE: EQUAL EDUCATIONAL
DATE REVISED:	November 16, 1995	OPPORTUNITY
DATE REVISED:	July 17, 1997	
DATE REVISED:	March 21, 2002	
DATE REVISED:	July 21, 2005	
DATE REVISED:	January 17, 2008	
DATE REVISED:	September 18, 2014	

The Medford Area Public School District is committed to equal educational opportunity for all students in the district.

It is the policy of the Medford Area Public School District, pursuant to state and federal laws, that no person, on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the district shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the district. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

Students who have been identified as having a disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered disabled under this policy even if they are not covered under the district's special education policies and procedures.

The district shall provide for the reasonable accommodation of a student's religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

It shall be the responsibility of the district administrator or his/her designee to examine existing policies and develop new policies where needed to ensure that the Medford Area Public School District does not discriminate pursuant to federal and state law. The district administrator or his/her designee shall ensure that an employee is designated annually to receive complaints filed under state laws and/or regulations Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with state law is completed in accordance with state regulations.

CROSS REFERENCE: JB-R, JOB, & Special Education Handbook
LEGAL REFERENCE: Sec. 118.13, Wis. Stats, Department of Public Instruction (PI 9), PI41
Wis. Admin. Code, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act of 1973, Title VI (Civil Rights Act of 1964), Americans with Disabilities Act of 1990 (ADA), Individuals with Disabilities Education Act (IDEA), Civil Rights Act of 1991, and McKinney-Vento Homeless Assistance Act

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	October 29, 1987	FILE SECTOR:	FOUNDATIONS AND BASIC
DATE REVISED:	September 17, 1992		COMMITMENT
DATE REVISED:	November 16, 1995	POLICY TITLE:	EQUAL EDUCATIONAL
DATE REVISED:	July 17, 1997		OPPORTUNITY
DATE REVISED:	March 21, 2002		
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STUDENT DISCRIMINATION COMPLAINT PROCEDURES

If any person believes that the school district or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504, the Americans with Disabilities Act, or in some way discriminates on the basis of: sex; race; color; national origin; ancestry; creed; religion; pregnancy; parental or marital status; sexual orientation; physical, learning, mental, or emotional disability; she/he may bring forward a complaint to the district administrator at the district office, 124 W. State St. Medford, WI or contact him/her by telephone: 715-748-4620. If the complainant is uncomfortable with the district administrator acting as the discrimination officer, or if the district administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to the board of education president or his/her designee.

INFORMAL PROCEDURE

The person who believes she/he has a valid basis for complaint shall discuss the concern with the district administrator, who shall in turn investigate the complaint and reply to the complainant in writing within twenty (20) school/business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

FORMAL COMPLAINT PROCEDURE

Step I: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator within ten (10) school/business days of receipt of the written reply to the informal complaint. The district administrator shall further investigate the matters of the complaint and reply in writing to the complainant within fifteen (15) school/business days. If the grievance begins at this step (I), the ten days for district response shall instead be twenty-five (25) school/business days. If the complainant is uncomfortable with the district administrator acting as the discrimination officer, or if the district administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to the board of education president or his/her designee.

- Step II: If the complainant wishes to appeal the decision of the district administrator, she/he may submit a signed statement of appeal to the board of education president or his/her designee within ten (10) school/business days after receipt of the district administrator's response to the grievance. The board of education president or his/her designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within fifteen (15) school/business days.
- Step III: If the complainant remains unsatisfied, she/he may appeal through a signed, written statement to the full board of education within ten (10) school/business days of his/her receipt of the board of education president or his/her designee response to Step II. In an attempt to resolve the complaint, the board of education shall meet with the concerned parties and their representatives at the next regular board of education meeting or within twenty (20) school/business days of the receipt of such an appeal. A copy of the board of education's disposition of the appeal shall be sent by the board of education clerk to each concerned party within fifteen (15) school/business days of this meeting.
- Step IV: The complainant shall be notified of the right to appeal a negative determination, by the board, within thirty (30) days to the Department of Public Instruction, Equal Educational Opportunity Office.

COMPLAINT PROCEDURE - SPECIAL EDUCATION

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

COMPLAINT PROCEDURE - FEDERAL PROGRAMS

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

MAINTENANCE OF COMPLAINT RECORDS

The district administrator shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records shall include:

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

DISSEMINATION OF DISCRIMINATION COMPLAINT PROCEDURES

The adopted discrimination grievance procedures shall be disseminated to students, parents/guardians, employees and others to inform them about the proper process of making a complaint. The information shall be published in student/parent/staff handbooks, news articles before the start of school and other appropriate times and places.