

**SERIES 400  
STUDENTS**

Board Rule 411

**STUDENT DISCRIMINATION COMPLAINT PROCEDURES**

Any complaint regarding the interpretation or application of the district's equal educational opportunities policy shall be processed in accordance with the following complaint procedures.

Informal Complaint Procedures

Any person who believes he/she has a valid basis for complaint shall discuss the concern with the building principal or District Administrator who shall in turn investigate the complaint and reply to the complainant within five business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

Formal Complaint Procedures

1. Any student, parent/guardian or resident of the district complaining of discrimination on the basis of sex (which includes gender identity, gender expression, transgender status, and gender non-conforming behaviors), race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing to the District Administrator.
  - a. 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.
  - b. Discrimination complaints relating to the programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.
2. The District Administrator or building principal, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator or building principal, shall review with appropriate persons, the facts comprising the alleged discrimination. Within 15 business days after receiving the complaint, the District Administrator 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 complainant.
3. If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board within 15 business days. The Board shall

hear the appeal at its next regular meeting or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 business days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.

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

A complaint or appeal may also be made on some of the above basis (Title VI, Title IX, Section 504, Americans with Disabilities Act) to the Office of Civil Rights, Region V, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204.

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