

WAUSAU SCHOOL DISTRICT

5410

STUDENTS

EQUAL EDUCATIONAL OPPORTUNITY Maintenance of Complaint Records

The Coordinators (Title VI, Title IX, and Section 504) shall keep records of all written 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 should include:

1. The name and address of the grievant or complainant and his/her title or status.
2. The date the grievance was filed.
3. The specific allegation made and any corrective action requested by the grievant.
4. The name(s) and addresses 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 determination of the facts and a statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

Cross Ref.: Policy 5400 - Compliance Statement

Legal Ref.: Wisconsin Statutes, Section 118.13
Wisconsin Administrative Code, PI 9
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504, Rehabilitation Act of 1973

Adopted: September 14, 1987
Revised and Adopted: April 14, 1997