

**Complaint Procedure for Harassment/Bullying or Discrimination under Federal Titles VI and IX, and
Section 504, and State Statute 118.13 and PI 9**

The following procedure is adopted to address complaints by any person who believes that the School District of Three Lakes, or any part of the school organization, has been, or is being discriminatory, or that any student is being harassed/bullied.

Step 1: The complainant must submit a signed, written, statement of complaint to the designated coordinator. The statement of complaint shall name the complainant; state the facts giving rise to the complaint; identify all provisions of the rules and regulations alleged to be violated; state the contention of the complainant with respect to those provisions; and indicate the relief requested. The coordinator shall investigate the complaint and reply to the complainant in writing within five (5) business days after receipt of the written complaint.

Step 2: If the complainant wishes to appeal the decision of the coordinator, he/she may submit a signed statement of appeal to the District Administrator within five (5) business days after receipt of the coordinator's response. The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days after receipt of the appeal.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the District Administrator's response in Step 2. In attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4: If a complainant under Section 118.13, or 118.46 of the Wisconsin Statutes and PI 9 wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent within thirty (30) days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if he/she has not been provided with written acknowledgement of the complaint within forty-five (45) days of receipt of the complaint or if the Board has not made a determination within 90 days of the time that the written complaint was initially filed. Appeals should be addressed to:

State Superintendent of Public Instruction
125 S. Webster Street, PO Box 7841
Madison, WI 53707-7841

If a complainant under Federal Law wishes to appeal a negative determination, he/she may file a complaint with the Federal Government at the following address:

Office for Civil Rights, Chicago Office
US Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 877-521-2172
Email: OCT.Chicago@ed.gov