

**Barneveld School District**  
**State and Federal Complaint Procedures**

Title IX (sex), Section 504 (handicap), and s.118.13, WI Stats., specify that school districts adopt and publish written compliant procedures for handling discrimination complaints. Note that s.118.13 WI Stats., applies only to allegations of discrimination against pupils, while Title IX and Section 504, apply to both pupils and staff and in some instances the general public.

Adopted complaint procedures must be disseminated to students, parents, employees, organizations, and others to effectively inform them about the processing of grievances. The information must be provided on a continuing basis through the distribution of written materials and/or through periodic briefings. State regulations require that s.118.13 complaint procedures be included in pupil and staff handbooks.

**Maintenance of Complaint Records**

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be retained for five years and be kept for each complaint filed. At a minimum, the record should include:

1. The name and address 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 complaint.
4. The name and address 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, statement of the final resolution, and the nature of date(s) of any corrective or remedial action taken.

Legal Ref:            Wisconsin Statutes Section 118.13

Adopted:            September 10, 2008

Revised:            April 10, 2019