

Notice of Nondiscrimination Policy

Student Nondiscrimination

It is the policy of the Verona Area School District that no person may be denied admission to any public 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 or activity because of the persons' sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, or physical, mental, emotional or learning disability as required by s.118.13, Wis. Stats.

This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (disability), McKinney-Vento Homeless Assistance Act (homelessness).

All vocational education programs follow the district's policies of nondiscrimination. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Verona Area School District.

Any questions concerning s.118.13, Wis. Stats., or Title IX of the Education Amendments of 1972, which prohibits discrimination should be directed to Ann Franke, the Equity Coordinator, at the following address and phone number: Ann Franke Director of Instruction, Verona Area School District, 700 N. Main Street, Verona, Wisconsin 53593, 608-845-4311.

Inquiries related to Section 504 of the Rehabilitation Act of 1973, should be directed to Emmett Durtschi, the Section 504 compliance Officer, at the following address and phone number: Emmett Durtschi, Director of Student Services, Verona Area School District, 700 N. Main Street, Verona, Wisconsin 53593, 608-845-4314.

If any person believes that the Verona Area School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or in some way discriminates against pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, or physical, mental, or emotional or learning disability, he/she may bring or send a complaint to the Administration Office at the following address: 700 N. Main Street, Verona, Wisconsin 53593.

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledge of receipt of the complaint within 45 days.

Step 2: A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time: appeals under 20 USC s.145 and Ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by Ch. 115, Subch. V., Wis. Stats.

Complaints under 20 USC s.1231e-3 and 34 CFR ss.76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3: If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

Step 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

There shall be no retaliation against any person who in good faith files a complaint under this policy.

NOTE: The s.118.13 complaint procedure does not apply to district employees or job applications. Also, it does not replace the federal regulations that require a school district to have Title IX and Section 504 complaint procedures.

Equal Opportunity Employer

The Verona Area School District is an equal opportunity employer. Personnel hiring and administration in the District shall be conducted so as not to discriminate against applicant or employee on the basis of age, race, religion, sex or sexual orientation, gender identity, marital status, national origin, disability or handicap, creed, color, political affiliation, pregnancy, citizenship, ancestry, arrest record, conviction record not substantially related to a person's job or activity in the school, membership in the national guard, state defense force or any other United States or Wisconsin reserve component of the military forces, use or nonuse of lawful products off school premises during non-working hours, or any other reason prohibited by state or federal law.

The District carefully and systematically examines all of its employment policies and practices to be sure they do not either purposely or inadvertently operate to the detriment of any persons. Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District.

Employee Complaint Procedure

Any employee or applicant for employment who believes that the District or any part of the school organization has in some way violated the District's equal employment opportunities policy may bring forward a complaint in accordance with this procedure. This procedure may also be used for filing and responding to other employee-related complaints.

Informal Procedure

Any person who believes he/she has a valid basis for a complaint shall attempt to resolve the complaint promptly by discussion with the building principal or his/her immediate supervisor.

The principal or supervisor shall keep a written record of the discussion, provide a copy to the complainant, and reply to the complaint in writing. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

Formal Complaint Procedure

Step 1: A written complaint statement shall be prepared by the complainant and signed. It shall be presented to the Director of Human Resources who shall immediately undertake an investigation of the suspected infraction. He/she shall review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination or other complaint. The Director of Human Resources 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.

Step 2: If the complainant is not satisfied with the decision of the Director of Human Resources, he/she may appeal the decision in writing to the Superintendent. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant.

Step 3: If the complainant is not satisfied with the Superintendent's decision, or in lieu of utilizing this complaint procedures, the complainant may pursue alternate actions available under state or federal laws (i.e. the State Superintendent of Public Instruction, the Equal Rights Division of the Department of Workforce Development, the U.S. Office for Civil Rights - Region V and/or courts having proper jurisdiction). Responses to discrimination complaints shall be made within applicable timelines established by law.

There shall be no retaliation against any employee who in good faith files a complaint under this policy.

Maintenance of Complaint Records

Complaint records for the purpose of documenting compliance are kept for each complaint filed and, at a minimum, include:

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.