

**SCHOOL DISTRICT OF MILTON
TITLE VI COMPLAINT PROCEDURE**

If any person believes that the School District of Milton or any part of the school organization has inadequately applied the principles and/or regulations of Title VI or is discriminatory on the basis of race or national origin, he/she may bring forward a complaint to the Director of Special Education or designee at the following address: 430 E. High Street, Milton, Wisconsin 53563.

INFORMAL PROCEDURE

The person who believes he/she has a valid basis for complaint shall discuss the concern with the Local Title VI Coordinator, the Director of Special Education or designee, who shall, in turn, investigate the complaint and reply to the complainant in writing within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

FORMAL GRIEVANCE PROCEDURE

- Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Local Title VI Coordinator within five (5) business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.
- Step 2: If the complainant wishes to appeal the decision of the Local Title VI Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the local Coordinator's response to the grievance. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) business days by certified mail.
- 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 her/his receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, 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 by the Board Secretary to each concerned party within ten (10) business days of the meeting by certified mail.
- Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the State Superintendent of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

School District of Milton
11-27-84
12-8-97
12-10-01 Revised
9/22/03 Revised