

<b>Section</b>	<b>400</b>	<b>Students</b>
<b>Series</b>	<b>410</b>	<b>Student Policies-Goals</b>
<b>Procedure</b>	<b>411.9P</b>	<b>Title IX/Section 504 Complaint Procedure</b>

If a person believes he/she has a valid basis for a complaint he/she shall discuss the concern with the local Title IX or Section 504 Coordinator who shall in turn investigate the complaint and reply to the complainant in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the local Title IX or Section 504 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 complaint and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the local Title IX or Section 504 Coordinator, he/she may submit a signed statement of appeal to the District Administrator within five (5) business days after receipt of the local coordinator's response to the complaint. The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within 10 (ten) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the School Board within five (5) business days of her/his receipt of the District Administrator's response in Step 2. In an attempt to resolve the complaint, the School Board shall meet with the concerned parties and their representatives within 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 this meeting.

Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8<sup>th</sup> Floor, Chicago, Illinois 60606

**Legal Reference: Title VI; Title IX; Sec. 504**

**Cross Reference: KBP 411; 411.9; 411.2F1; 411.2F2**

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**Revised: November 11, 1991**

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