

The Richmond School District is committed to equal educational opportunity for all students in the District.

It is the policy of the Richmond School District pursuant to s.118.13, Wis. Stats., and PI 9 that no person on the basis of sex, race, color, age, national origin ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability be unlawfully denied admission to any school in the District or be denied participation in, benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program. The District likewise requires and enforces nondiscrimination in a manner consistent with the rights and obligations established under all applicable federal civil rights laws, including the current provisions of Titles IV and VI of the Civil Rights Act of 1964 (race, color, religion, sex, or national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act (disability), Federal Age Discrimination Act (age) and the Americans with Disabilities Act (including Title II of the ADA, which prohibits discrimination on the basis of disability in state and local government services.

Discrimination based on any of the aforementioned characteristics is prohibited in the following areas:

1. Admission to Richmond School or any class, program, or activity.
2. Standards, rules of behavior, or pupil harassment.
3. Discipline, suspension, or expulsion of any student.
4. Acceptance or administration of gifts, bequests, scholarships, benefits, or other aids or services to pupils from private agencies, organizations or persons.
5. Selection of instructional or library media materials.
6. Methods, practices, or materials used for testing, evaluating, and counseling students.
7. Facilities.
8. Opportunities for participation in athletic programs or activities.
9. Food service programs.

The district shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the District Administrator. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

All District career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained on the District's website or by contacting any school's guidance office.

Retaliation against any person bringing forward a complaint is strictly prohibited. Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator of the Richmond School District and shall be processed in accordance with the following procedures:

### **Informal Complaint**

In order to most effectively address any complaint that may arise, it should first be discussed directly with the staff member involved so that there is an opportunity to resolve the problem brought to their attention.

## **Formal Complaint**

If discussion with this staff member does not result in a resolution of the problem, please complete the Complaint Form. The following steps should be followed:

1. Any complaint that is not resolved with the person most directly involved should be next brought to the attention of the principal. This should be brought to the attention of the principal as soon as possible after initial attempts to resolve the problem are completed. Submitting the Complaint Form starts the formal complaint process.
2. The principal will review the complaint, conduct an appropriate investigation to determine the facts in the case, and respond in writing generally within **ten** school days. Based upon the scope of the complaint, the principal's investigation may take more than ten school days and in such a circumstance the written response shall be provided as soon as the investigation is completed. Other staff members may be involved in addressing the complaint at the discretion of the principal.
3. If the complainant is satisfied with the principal's written response, the matter is considered to be resolved. If the complainant is not satisfied with the principal's written response, the complainant should please contact the district administrator.
4. The district administrator will arrange for a conference with the complainant, principal, himself/herself and/or any appropriate staff.
5. If the complainant is satisfied with the district administrator's response, the complaint will be considered resolved. If the complainant is not satisfied with the district administrator's resolution, the district administrator will make arrangements for him/her to meet with an appropriate committee of the Board of Education.
6. The designated committee will review the complaint and make recommendations to proceed to the next regular Board of Education meeting, if needed.

Those associated with the Richmond School District believe the use of the Complaint Form will provide an opportunity for concerns to be dealt with quickly and responsibly, so that the educational needs of students can be most effectively served.

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the Richmond School District does not discriminate pursuant to federal and state law.

Notice of this policy shall be published at the beginning of each school year and posted on the District website. In addition, a student nondiscrimination statement shall be included ~~on~~ in the student and employee staff handbooks, and other published materials distributed to the public describing school activities and opportunities.

Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, PO Box 7841, Madison, WI 53707-7841

Legal References:

### **Wisconsin Statutes**

[Section 118.13](#) [student nondiscrimination; policy/procedures required]

[Section 118.134](#) [race-based nicknames, logos, mascots]

### **Wisconsin Administrative Code**

PI 9 [student nondiscrimination; policy/procedure/notice required]

PI 41 [accommodating student religious beliefs; policy required]

### **Federal Laws**

Title IX, Education Amendments of 1972 [sex discrimination]

Title VI, Civil Rights Act of 1964	[race, color and national original discrimination]
Section 504 of the Rehabilitation Act	[disability discrimination; reasonable accommodations]
Americans with Disabilities Act	[disability discrimination; reasonable accommodations]
Individuals with Disabilities Education Act	[programs and services for students with disabilities]
McKinney-Vento Homeless Assistance Act	[equal access for homeless students; required policies to remove barriers]

Age Discrimination Act of 1975 [age discrimination in programs or activities receiving federal financial assistance]

Elementary and Secondary Education Act [§6312(e)(3)(D) – nondiscrimination in admission to federally-assisted education programs on the basis of surname or language-minority status]

Cross-Reference: Student Handbook  
Approved: 10/13/08  
Reviewed: 7/13/09, 11/14/16, 9/11/17