

MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT DISCRIMINATION COMPLAINT FORM

It is the policy of the Middleton-Cross Plains Area School District that no person may be denied admission to any public school in the District, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation including transgender status, gender expression, gender identity, gender nonconformity or change of sex, or physical, mental, emotional or learning disability or handicap as required by s. 118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973.

What is discrimination? Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of the protected class, or failing to accommodate a person's disability. Discriminatory harassment is verbal or physical harassment based on a protected class.

What is a protected class? A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes in the MCPASD are those groups identified in the Non-Discrimination statement above.

How do I file a complaint about discrimination? If you believe that you have experienced discrimination or discriminatory harassment at school; you have the right to file a formal complaint. While this form is not required, all formal complaints must: (a) be in writing, (b) be signed by the complainant, and (c) set forth the specific acts, conditions, or circumstances alleged to have occurred that constitute discrimination.

Where to file complaints? For students, parents/guardians, and members of the public, questions and/or complaints of the alleged discrimination, including sexual harassment, should be directed to: Director of Students Services, Middleton-Cross Plains Area School District, 7106 South Avenue, Middleton, WI 53562 or call 608-829-9037.

For employee questions about or requests and/or complaints of alleged discrimination, including sexual harassment, should be directed to: Director of Employee Services, Middleton-Cross Plains Area School District, 7106 South Avenue, Middleton, WI 53562 or call 608-829-9068.

Will my complaint be kept confidential? Confidentiality cannot be guaranteed. We often need to disclose the complainant and/or student's identity to investigate complaint allegations. We will attempt to maintain as much confidentiality as possible with all of the information provided by sharing information only with those persons who are considered essential to the investigation and disposition of your complaint. Due process requirements for the person(s) complained about may also require that the District release information regarding the complaint to the accused. Therefore, requests that the accused not be informed of the complaint may limit our ability to respond to, investigate, and resolve your formal complaint concerns. Anonymous complaints will be treated as informal complaints under the District's discrimination complaint procedure.

Is retaliation prohibited? Yes. It is both illegal and against District policy for anyone to retaliate against you for filing your complaint. The District will fully implement the anti-retaliation provisions to protect complainants and witnesses.

Instructions:

Please provide a signed, written statement about your complaint or complete this form. Be as specific as possible when discussing the incidents. Include the date(s), the incident(s) that occurred, the name(s) of the person(s) involved, and the name(s) of those who may have witnessed the incident(s). Your complaint is not limited to the space provided. You are encouraged to attach additional materials, which may assist in the investigation process.

Deliver complaints to: Your school principal or mail or hand deliver to the Director of Student Services, Middleton-Cross Plains Area School District, 7106 South Avenue, Middleton, WI 53562.

**MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT
DISCRIMINATION COMPLAINT FORM**

Personal Information:

First Name:

Last Name:

Phone Numbers:

Cell

Home

Other

Email:

Home Address/City/State/ZIP

Student

Parent/Guardian on behalf of a student

Other Adult

Date of Discrimination/Harassment/Assault/Retaliation Allegedly Took Place:

Earliest

Latest

Or Continuing Action

Type of Complaint (Mark all that Apply):

Sex

Sexual Orientation

Sexual Harassment, including sexual assault

Gender Identity

Other type of harassment

Pregnancy

Race

Marital Status

Color

Physical Appearance

Religion

Use of Service Animal

National Origin

Age

Disability

Veteran Status

Economic Status

Ancestry

Gender

Retaliation

Person(s) Allegedly Discriminating/Harassing/Retaliating/Bullying:

Name:

School/Department

Name:

School/Department

Name:

School/Department

Your Complaint:

Please describe your complaint against the named person(s) in the above section. Specifically, how were you or your child discriminated against or treated differently from others on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation including transgender status, gender expression, gender identity, gender nonconformity or change of sex, or physical, mental, emotional or learning disability or handicap? Describe the behavior, comments, or incidents that caused you to file your complaint. Attach additional pages, if necessary.

Please Identify all District Management Staff to which you have Reported Your Concerns:

Reported to (Name):

Date:

Describe how concerns were reported:

Results:

Reported to (Name):

Date:

Describe how concerns were reported:

Results:

Reported to (Name):

Date:

Describe how concerns were reported:

Results:

Persons Who have Knowledge of the Events Described (These people either witnessed incident(s) or have knowledge of events. Please attach additional names if needed):

Name:

Relationship to you (colleague, student, teacher, etc.):

Phone Number:

Email:

Name:

Relationship to you (colleague, student, teacher, etc.):

Phone Number:

Email:

Name:

Corrective Action Desired (How you would like the District to resolve your complaint? Attached additional sheet if needed.)

Other Information:

The Director of Students Services or an investigator appointed by them will conduct an investigation of the circumstances involving your complaint, and will interview you and the person(s) named by you in your complaint, to attempt resolution. The District may, at its discretion, contact others in the course of its investigation.

Confidentiality cannot be guaranteed. We often need to disclose the complainant and/or student's identity to investigate complaint allegations. We will attempt to maintain as much confidentiality as possible with all of the information provided by sharing information only with those persons who are considered essential to the investigation and disposition of your complaint. Due process requirements for the person(s) complained about may also require that the District release information regarding the complaint to the accused. Therefore, requests that the accused not be informed of the complaint may limit our ability to respond to, investigate, and resolve your formal complaint concerns. Anonymous complaints will be treated as informal complaints under the District's discrimination complaint procedure.

It is both illegal and against District policy for anyone to retaliate against you for filing your complaint or to retaliate against person who participate in the investigation. Please contact the Director of Student Services immediately if you experience any retaliation from filing a complaint.

In addition to filing this complaint, you have the right to file a similar complaint with an external agency, such as local law enforcement agencies or the U.S. Department of Education, Office of Civil Rights. If you have already filed the same complaint with another entity or court, the District may postpone its investigation pending the outcome of the earlier filed complaint.

A description of the complaint process and the full discrimination complaint policy can be found online here: