**Non-Discrimination Policy**

The School District of Bonduel is committed and dedicated to the task of providing the best education possible for every child in the district. It is the policy of the Bonduel school district that no person shall, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity, or in employment.

If any person believes that the Bonduel school district, or any part of the school organization, has inadequately applied the principles and/or regulations of Title VI, Title IX and Section 504, or in some way discriminates on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability s/he may bring forward a complaint in writing within five (5) business days. If this reply is not acceptable to the complainant, s/he may initiate formal procedures according to the following steps listed:

Step 1) A written statement of the grievance shall be prepared and signed by the complainant. This grievance shall be presented to the district administrator within five (5) business days of receipt of the written reply to the informal complaint. The district administrator shall further investigate the matters of the grievance and reply in writing to the complainant by certified mail within ten (10) business days of this meeting.

Step 2) If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the school board within five (5) business days of his/her receipt of the district administrator’s response in Step 1. In an attempt to resolve the grievance, the school board shall meet with the concerned parties and their representatives within twenty (20) days of the receipt of such an appeal. A copy of the board’s disposition of the appeal shall be sent by the board clerk to each concerned party within ten (10) business days of this meeting by certified mail.

Step 3) If, at this point, the grievance has not been satisfactorily settled, further appeal may be made within thirty (30) days to the Department of Public Instruction, Equal Opportunity Office, P.O. Box 7841, Madison, WI 53707. Also, an appeal may be made to the Office for Civil Rights, U. S. Department of Education, Washington, D. C. 20201.

•specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.

•The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Bonduel School District to amend a record that they believe is inaccurate or misleading. They should write the school Principal or Director of Pupil Services, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

•The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202- 4605.