



Book	POLICY MANUAL
Section	500 PERSONNEL
Title	NOTICE OF NONDISCRIMINATION POLICY
Code	511 AR
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Last Reviewed	August 21, 2025

It is the policy of the West Bend School district to comply with all federal and state laws prohibiting discriminating against anyone in a protected class in its educational programs or activities and its employment practices. This includes not discriminating against a person on the basis of sex, sexual orientation, race, national origin, ancestry, color, age, creed, religion, pregnancy, marital status, physical, mental emotional or learning disability, arrest or conviction record, membership in the national guard, state defense force, or any reserved component of the military forces of Wisconsin or the United States, use or not use of lawful products off the employer's premises during nonworking hours, or any other reason prohibited by state or federal law.

It is the intent of the West Bend School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Complaint procedures have been established for students, their parents/guardians and employees who believe they have witnessed or been the subject of any discriminatory behavior.

Specific complaints of alleged discrimination must be immediately reported to the District's Equal Opportunity Officer: Director of Human Resources, Educational Service Center, 735 South Main Street, West Bend, Wisconsin 53095, 262-335-5410

Complaints of alleged discrimination based on race, color, national origin, age, handicap/disability or other federally protected reasons may be also be filed with:

Office of Civil Rights – Region 5  
8<sup>th</sup> Floor, 300 S. Wacker Drive  
Chicago, Illinois 60606  
Phone: (312) 353-2520

Complaints alleging discriminatory conduct under the Wisconsin Fair Employment Act complaints may also be filed with:

Equal Rights Division  
Department of Workforce Development  
201 E. Washington Ave., Rm 407, P. O. Box 8928  
Madison, WI 53708-8928  
Phone: 608-266-6860

### Informal Complaint Procedure

The person who believes he/she has a valid basis for complaint shall discuss the concern with the appropriate building administrator. The building administrator/designee shall investigate the complaint and reply to the complainant in writing within five (5) business days. If this reply is not acceptable to the complainant, that individual may initiate formal procedures according to the steps listed below.

### Formal Complaint Procedure

Step 1 – A written statement of the complaint shall be prepared by the complainant and signed. This statement shall name the complainant, state the facts giving rise to the complaint, identify all of the provisions of the rules and regulations alleged to be violated, state the contention of the complainant with respect to those provisions, indicate the relief requested, and be signed by the complainant. This complaint shall be presented to the Equal Opportunity Officer within five (5) business days of receipt of the written reply to the informal complaint. The officer shall further investigate the matters of the complaint and reply in writing to the complainant within five (5) business days by certified mail or by hand deliver (sign off required).

Step 2 - If the complainant wishes to appeal the decision of the Equal Opportunity Officer, he/she may submit a signed statement of appeal to the West Bend School District Superintendent of Schools within five (5) business days after receipt of the Equal Opportunity Officer's response to the complaint. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten (10) business days by certified mail or by hand delivery (sign off required).

Step 3 - If, at this point, the complaint has not been satisfactorily settled, further appeal may be made as appropriate to the Office for Civil Rights (U.S. Department of Education, Region V, 401 South State Street, Chicago, IL 60605), the Wisconsin Equal Rights Division, the State Superintendent of Public Instruction, and/or courts having proper jurisdiction.

### **EQUAL OPPORTUNITY OFFICER:**

Director of Human Resources  
Education Service Center  
735 South Main Street  
West Bend, Wisconsin 53095  
262-335-5410

### **EMPLOYMENT FORMAL DISCRIMINATION COMPLAINT**

It is recommended that this form be used after discussing your complaint with an appropriate administrator.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Reason(s) for complaint: (State the facts and the basis of your claim of discrimination)**

Describe the facts related to the alleged discriminatory conduct: (Who, what occurred, when, etc.)

Indicate the basis for the complaint: (age, sex, sexual orientation, race, creed, handicap/disability, color, marital status, national origin/citizenship status, ancestry, arrest/conviction record, military membership, pregnancy)

**Action you are seeking:**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Complaints regarding the following should be sent to: Director of Human Resources, Education Service Center, 735 South Main Street, West Bend, Wisconsin 53095, 262-335-5410:

## Cross References

Discrimination Complaint Procedures

Equal Opportunity Employment Policy