

# NONDISCRIMINATION IN DISTRICT PROGRAMS, ACTIVITIES, AND OPERATIONS

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## Waterloo School District

The Waterloo School District prohibits all forms of unlawful discrimination against students, employees, and other persons in all aspects of the District's programs, activities, and operations. The term "unlawful discrimination" encompasses any unlawful policy, practice, conduct, or other unlawful denial of rights, benefits, or privileges that is based on any legally-protected status or classification (e.g., race, national origin, sex, disability, religion, etc.). Various state and federal laws establish the actions that do (and do not) constitute unlawful discrimination with respect to each protected status or classification. Where applicable, unlawful harassment that is based on a legally-protected status is one form of unlawful discrimination.

The District requires and will enforce nondiscrimination in a manner that is consistent with applicable constitutional provisions and with the rights and obligations that are established under all applicable state and federal civil rights laws, including but not limited to the current provisions of the following federal laws, which jointly serve to identify and protect the rights of students, employees, and other persons:

- Title IX of the Education Amendments of 1972 (sex discrimination);
- Section 504 of the Rehabilitation Act (disability discrimination);
- The Americans with Disabilities Act (including both the employment-related provisions of the ADA as well as Title II of the ADA, which broadly prohibits discrimination on the basis of disability in state and local government services);
- Titles IV and VI of the Civil Rights Act of 1964 (addressing discrimination based on race, color, national origin, sex, or religion);
- The Age Discrimination Act of 1975 (age discrimination);
- The nondiscrimination provisions of the Elementary and Secondary Education Act;
- The civil rights provisions associated with the District's participation in federal nutrition programs.

There are a significant number of additional state and federal nondiscrimination laws that are not listed above that further establish the rights of students and/or employees. In recognition of such laws, the District maintains additional nondiscrimination policies and rules that specifically and uniquely cover students (see, for example, Policy 411 and Policy 411.1) within the District's policy manual) and all aspects of employment and personnel administration within the District (see, for example, Policy 511 and Policy 512).

### **Special Statement Regarding Sex Discrimination under Title IX**

As mandated by the federal Title IX statutes and the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations"), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to District students, certain admissions processes, and District employment. Inquiries regarding

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how Title IX and the federal Title IX regulations apply to the District may be referred to the District's Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

### **Designation and Authorization of Nondiscrimination Coordinator(s)**

Any questions concerning the District's nondiscrimination and equal opportunities policies, the application of any nondiscrimination law to the District, or the District's discrimination-related reporting and complaint procedures should be directed to the Director of Pupil Services, who is also designated as the District's Title IX Coordinator. The contact information for this position is as follows:

Michele Armentrout  
Director of Pupil Services  
813 North Monroe Street  
Waterloo, WI 53594  
920-478-3633, ext. 1024  
armentroutm@waterloo.k12.wi.us

In her capacity as a Title IX Coordinator, the above-identified individual is authorized to coordinate the District's efforts to comply with the District's responsibilities under Title IX and the federal Title IX regulations. This same individual also serves as the District's designated Special Education (IDEA) Coordinator, Section 504/ADA Coordinator, the District's McKinney Vento Coordinator, the District's federal Age Discrimination Act Coordinator, as well as the employee who is designated to receive any student discrimination complaints arising under section 118.13 of the state statutes and Chapter PI 9 of the Wisconsin Administrative Code.

### **Any Person May Submit a Complaint or Report of Discrimination to the District**

The District is committed to the appropriate resolution of complaints and reports that allege (1) unlawful discrimination or a violation of a District nondiscrimination policy, including any form of prohibited harassment that is based on a legally-protected status; or (2) any type of retaliation that is prohibited by a nondiscrimination law or a District nondiscrimination policy.

Accordingly, except as otherwise required by law, **any person** (including a witness or other person who has not been harmed/victimized by the alleged conduct or challenged policy) may report a concern or allegation of prohibited discrimination or prohibited retaliation to the *Pupil Services Director/Title IX Coordinator*, using the contact information provided above and any of the following methods:

1. By U.S. mail, by electronic mail /file attached to email, or by telephone, at any time; or
2. By any other means that results in the *Pupil Services Director/Title IX Coordinator* actually receiving the person's verbal or written report, including by submitting the report to the *Pupil Services Director/Title IX Coordinator* in person (e.g., at an

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arranged meeting or when the coordinator is otherwise reasonably available during normal working hours).

As an exception to the above reporting procedure, if the report or complaint identifies the *Pupil Services Director*/Title IX Coordinator as a person responsible for the alleged prohibited conduct, or if the *Pupil Services Director*/Title IX Coordinator is affected by a conflict of interest or otherwise unavailable, then the person making the report may submit it to the School Building Administrator either in person, by mail, by telephone, or by electronic mail. The contact information for the School Building Administrator is as follows:

School Building Administrator  
813 North Monroe Street  
Waterloo, WI 53594  
920-478-3633  
PK-8 Office: Mrs. Holli Viken [vikenH@waterloo.k12.wi.us](mailto:vikenH@waterloo.k12.wi.us)  
IS/MS Office: Mrs. Christine Ziemann [ziemannc@waterloo.k12.wi.us](mailto:ziemannc@waterloo.k12.wi.us)  
HS Office: Mr. Shawn Bartelt [bartelts@waterloo.k12.wi.us](mailto:bartelts@waterloo.k12.wi.us)

Individuals submitting a report or complaint of prohibited discrimination under this policy are strongly encouraged to contact the District representative they have sent their report/complaint to to confirm that their report was received as intended.

Except as provided below regarding formal complaints of Title IX sexual harassment or as otherwise required by any law, a report or complaint received under this policy will be processed according to the discrimination complaint procedures that the District has established under its student nondiscrimination policies or under its equal employment opportunities policies, as applicable to the facts and circumstances. For reports or complaints of alleged discrimination that are neither student matters nor employment matters, the District will normally process the matter under the complaint procedures that apply to students.

### **Filing a Formal Complaint of Title IX Sexual Harassment**

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX "complainant"), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a "formal complaint" of "sexual harassment," as those terms are defined in 34 C.F.R. §106.30.

No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for the District to start an investigation of Title IX sexual harassment allegations using the District's formal Title IX grievance process. Even in the absence of a formal complaint that initiates the formal grievance process, the District still has legal obligations to respond to allegations of Title IX sexual harassment whenever the District has sufficient notice of the allegations (i.e., from any source).

All of the following apply to a formal complaint of Title IX sexual harassment:

1. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the education program or activity of the District (including through employment).
2. The formal complaint must be in the form of a document or an electronic submission (e.g., an electronic mail message or a file attached to an email) that:
  - a. Alleges sexual harassment against a respondent (if the identity of the respondent is not known, it is not necessary to identify the respondent by name);
  - b. Requests that the District investigate the allegation(s) of sexual harassment; **and**
  - c. Contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.
3. The formal complaint must normally be **filed with the District's Title IX Coordinator** by submitting the document or electronic submission either **in person, by U.S. mail, or by electronic mail**, using the District-designated contact information listed above in this policy. However, if the formal complaint identifies the Title IX Coordinator as a respondent (i.e., a person reported as a perpetrator of the alleged sexual harassment), or if the Title IX Coordinator is affected by a conflict of interest or is otherwise unavailable, then the complainant may file the document or electronic submission directly with the School Building Administrator, either in person, by mail, or by electronic mail using the contact information provided above.

When a formal complaint is not filed in person, complainants are strongly encouraged to contact the District representative they have sent their report/complaint to to confirm that their report was received as intended.

If a complainant files a formal complaint of Title IX sexual harassment, or if a Title IX Coordinator signs such a formal complaint on behalf of the District, then:

1. The formal complaint must be resolved according to the federal regulations and District processes that specifically apply to such formal complaints; and
2. Unless otherwise directed by the School Board or this policy, the District Administrator or his/her administrative-level designee is expected to designate and assign qualified individuals to perform the roles that are defined for District agents within the District's grievance process for formal complaints of Title IX sexual harassment. In addition:
  - a. The District Administrator may assign one or more of the roles to a qualified individual who is not an employee of the District, including an outside attorney or other contracted service provider, with notice to the Board.
  - b. The Title IX Coordinator and the District Administrator shall ensure that the individual(s) assigned to perform such roles have completed any training required by the federal Title IX regulations.
  - c. If the District determines that a person assigned to such a role is unavailable, disqualified by a conflict of interest or bias, or otherwise unable to perform the

- responsibilities of the role, the administration shall assign another qualified individual to perform the role.
- d. The Board or a person designated by the Board shall assign such roles with respect to any formal complaint in which the District Administrator is alleged to be the perpetrator of conduct that could constitute Title IX sexual harassment. The Title IX Coordinator and the District Administrator shall inform the Board of any such need to assign the roles.

Filing a formal complaint of Title IX sexual harassment is one way to report such harassment. However, if a Title IX complainant or other person is not eligible to file a qualifying formal complaint, or if they choose not to do so, the person may still submit a report of the allegations to the District as further described above within this policy (i.e., a report that is **not** a formal complaint for purposes of Title IX). Moreover, **any** report of conduct that could constitute sexual harassment under Title IX that causes the District to have actual knowledge of the relevant conduct/allegations requires an appropriate response by the District, even if the reporting procedures defined in this policy were not followed and even if no formal complaint has been or ever is filed.

### **Deadline for Filing an Initial Report or Complaint**

There is no absolute deadline for the initial filing of a report or complaint of discrimination under this policy. The District always has an interest in being made aware of potential concerns with prohibited discrimination, harassment, or retaliation. However, any person who has a complaint or concern involving such a matter is encouraged to notify the District or pursue a complaint as soon as reasonably possible after the occurrence of the relevant events. A material gap in pursuing a complaint or concern can affect the extent to which it is practical to investigate the matter, and a delay may also limit the range of remedies and resolutions that are reasonably available.

The following apply to any report or complaint of discrimination that has been filed under this policy, except for formal complaints of Title IX sexual harassment (which are instead subject to the dismissal and appeal provisions of the grievance process that the District has adopted for such complaints):

1. At least one of the following administrators, acting in consultation as needed with District legal counsel, must authorize the dismissal or other alternative disposition of a report or complaint due to a lack of timeliness: Director of Pupil Services or District Administrator.
2. Any actual party in interest to the allegations raised by the report or complaint (i.e., any alleged victim or any person alleged to be responsible for the discrimination) may appeal a decision authorized under the previous paragraph to the District Administrator. Or, if the District Administrator authorized the initial decision, the party may request reconsideration.

### **Confidentiality of Reports and Complaints**

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Although absolute confidentiality cannot be assured, the District will maintain the confidentiality of discrimination reports and complaints to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where non-disclosure does not interfere with the District's ability to appropriately process and respond to the report or complaint. Nonetheless, investigating a matter often involves disclosing (directly or indirectly) the identity of persons involved in the particular events/issues. Individuals who have specific concerns about confidentiality should arrange to discuss those concerns with the District as early as possible in the process.

### **Retaliation Prohibited**

No official, employee, or agent of the District or any other person may intimidate, threaten, coerce, or unlawfully discriminate against any individual (1) for the purpose of interfering with any right or privilege secured by any nondiscrimination statute or related regulation, or (2) because the individual has made a report or complaint, or testified, assisted, participated, or exercised a legal right to refuse to participate in any manner in an investigation or proceeding conducted under the this policy or any other District nondiscrimination policy.

### **Prohibition on Bad Faith Conduct/Abuse of Process**

To the extent permitted by law, the District prohibits and reserves authority to appropriately address and impose consequences for bad-faith conduct by individuals who make a report or complaint, testify, assist, or participate in any manner in an investigation or proceeding conducted under this policy or any other District nondiscrimination policy. For example, the District may impose lawful consequences for making a materially false statement in bad faith in the course of any proceeding that is conducted under this policy or any other District nondiscrimination policy. Examples of abuse of process include, but are not limited to, the pursuit of allegations that the complaining party knows to be wholly frivolous or the use of dilatory tactics that have the purpose or reasonably foreseeable result of unreasonably interfering with a prompt and equitable resolution of alleged discrimination or retaliation.

### **Consequences for Violations**

Any person who is determined to be responsible for any form of unlawful discrimination, any act of prohibited retaliation, or other violation of this policy is subject to appropriate disciplinary action and/or other appropriate consequences that are within the District's lawful authority.

In addition, any employee or authorized agent of the District who, considering the duties, responsibilities, and expectations established for their position/role, fails to reasonably respond to complaints or reports of alleged discrimination or retaliation, or who otherwise fails to reasonably act on their knowledge of a possible violation of a nondiscrimination law or a District nondiscrimination policy, is also subject to possible disciplinary action. *The District may establish specific guidelines and expectations for employees and other authorized agents of the District to take appropriate action with respect to such knowledge through rules adopted as written administrative procedures, provisions within the employee handbook, and/or through other*

means.

### **Nondiscrimination Notices; Dissemination of Policy and Complaint/Reporting Procedures**

The District Administrator and the District's designated nondiscrimination coordinator share joint responsibility for ensuring that the District prepares and issues, on a timely basis, all legally-required general notices of (1) the rights of students, employees, and other persons under the state and federal nondiscrimination laws; (2) the District's nondiscrimination policies; and (3) applicable reporting and complaint procedures. Beyond meeting legal requirements and any local policy requirements, the administration is encouraged to further disseminate such information using such methods as the administration deems appropriate.

### **Maintenance of Complaint Records; Report Preparation**

The District Administrator and the District's designated nondiscrimination coordinator share joint responsibility for ensuring that the District maintains adequate records of reports and complaints of discrimination and retaliation, including records of the District's response and disposition. Such records shall meet applicable legal requirements for documentation and records retention. The District Administrator and the applicable coordinator shall also direct and oversee the timely preparation of all annual or other reports and evaluations regarding nondiscrimination initiatives/compliance that the District is required to provide to the Department of Public Instruction or to any other oversight entity.

### **Legal References:**

#### **Wisconsin Statutes**

[Subch. III of Ch. 106](#) [state equal rights programs, some of which can apply to school districts in at least some circumstances]

[Subch. II of Ch. 111](#) [the state fair employment and nondiscrimination statutes, including specific prohibited bases of discrimination (sections [111.31](#) to [111.395](#))]

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

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

[Section 118.195](#) [discrimination against teachers with disabilities]

[Section 118.20](#) [teacher/administrator discrimination prohibited]

#### **Wisconsin Administrative Code**

[PI 9](#) [student nondiscrimination; policy, procedures, notices, and reporting required]

[PI 41](#) [accommodating student religious beliefs; policy required]

#### **Federal Laws**

[20 U.S.C. §1681 et seq.](#) [Title IX of the Education Amendments of 1972, as amended, prohibiting sex discrimination in federally-supported educational programs; implementing regulations at [34 C.F.R. Part 106](#)]

[20 U.S.C. §1400 et seq.](#) [The Individuals with Disabilities Education Act, providing for programs. Services, and rights for students with disabilities; implementing

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| <a href="#">20 U.S.C. §6312(e)(3)(D)</a> | regulations at <a href="#">34 C.F.R. Part 300</a> ]                                                                                                                                                                                                                                                               |
| <a href="#">42 U.S.C. §2000e et seq.</a> | [addressing nondiscrimination in admission to federally-assisted education programs on the basis of surname or language-minority status]                                                                                                                                                                          |
| <a href="#">42 U.S.C. §2000d et seq.</a> | [Title VII of the Civil Rights Act of 1964, as amended, prohibiting employment discrimination based race, color, national origin, sex, pregnancy, and religion; implementing regulations at <a href="#">29 C.F.R. Ch. XIV</a> ]                                                                                   |
| <a href="#">42 U.S.C. §12111 et seq.</a> | [Title VI of the Civil Rights Act of 1964, as amended, prohibiting discrimination on the basis of race, color, or national origin in any program or activity that receives federal funds; implementing regulations at <a href="#">28 C.F.R. Part 42, Subpart C</a> ]                                              |
| <a href="#">42 U.S.C. §12131 et seq.</a> | [The Americans with Disabilities Act, Title I, as amended, prohibiting employment discrimination based on a qualifying disability; implementing regulations at 29 C.F.R. <a href="#">Part 1602</a> and <a href="#">Part 1630</a> ]                                                                                |
| <a href="#">29 U.S.C. §794 et seq.</a>   | [The Americans with Disabilities Act, Title II, as amended, nondiscrimination based on disability by state and local governments; implementing regulations at <a href="#">28 C.F.R. Part 35</a> ]                                                                                                                 |
| <a href="#">29 U.S.C. §621 et seq.</a>   | [Section 504 of the Rehabilitation Act of 1973, as amended, prohibiting discrimination based on a qualifying disability by recipients of federal funds; implementing regulations at <a href="#">34 C.F.R. Part 104</a> , <a href="#">28 C.F.R. Part 42, Subpart G</a> , and <a href="#">29 C.F.R. Part 1640</a> ] |
| <a href="#">8 U.S.C. §1324b(a)</a>       | [Age Discrimination in Employment Act, as amended; implementing regulations at <a href="#">29 C.F.R. Parts 1625 to 1627</a> ]                                                                                                                                                                                     |
|                                          | [prohibiting employment discrimination based on national origin and citizenship status; implementing regulations at <a href="#">28 C.F.R. Part 44</a> ]                                                                                                                                                           |

## Cross References:

411, 411.1, 511, 512

**Adoption Date: August 10, 2020**