



Brillion Public Schools
Volunteer Program Handbook

"You give but little when you give of your possessions, it is when you give of yourself that you truly give." Kahil Gibran

"Life begets life. Energy begets energy, it is by spending oneself that one becomes rich." Sarah Bernhardt

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*"If you have knowledge, let others light
their candles at it." Margaret Fuller*



Thank you for volunteering and Welcome!

We are proud that you are a partner with us in the most wonderful and important job in the world: educating today's youth and tomorrow's citizens! We know that children's families are their first and best teachers and celebrate all that our families do to help their youngsters be successful. The formal education of our children, however, is primarily the responsibility of the Board of Education, teachers, staff and administrators of the Brillion Public School District and we need you, as a caring parent and/or community member, to share this responsibility and privilege with us. As a volunteer, you will work with the direction of the faculty to support their ultimate goal of meeting the educational needs of the children. Who better to support our youth and enhance our thriving school-community connection than yourself!

The district's Mission speaks clearly and directly to our confidence in our partnership with the community. The Board recognizes our schools as a resource for all in the community. Time after time, Board Members emphasize the age-old connection of the schools with the communities and the need and desire to maintain this connection in the face of changes in the nature of families, the workforce, and societal expectations for schools. Teachers, parents, and community members alike focus on the involvement of volunteers in the schools. The call for continuing and strengthening the bond between the Brillion Public School District and its communities is strong and clear. Our commitment to connecting with the community is strong. You are part of making this happen - and we are very grateful to you!

Welcome and thank you once again for making the commitment to being a volunteer in the Brillion Public School District. The gift of your time is sincerely appreciated. You make all the difference!



Our Commitment to You

"The human contribution is the essential ingredient. It is only in the giving of oneself to others that we truly live." Ethel Percy Andrus

We believe that our schools are responsible for creating and maintaining a student-centered learning environment that fosters respect for everyone in the schools: young people, staff, parents, and volunteers. Especially since our schools have such a need for and commitment to our volunteers, we promise to:

- **treat our volunteers with care and respect:**
- **make every effort to assign volunteers** to positions that match what they like to do and know how to do best;
- **provide volunteers with the information** they need about our schools, policies, people and programs;
- **offer support** throughout the volunteer experience;
- **make sure volunteers understand** how and to whom to talk about any concerns;
- **give volunteers the opportunity to evaluate** and share comments and suggestions about their volunteer experience; and
- **celebrate! celebrate! celebrate!** the contributions our volunteers make to the quality and culture of our schools with recognition, a smile, and frequent thanks!



Your Commitment to Us

The mission of the Brillion Public Schools School Volunteer Program is to increase student achievement and satisfaction with their school experiences through meaningful parent and community involvement. As a school volunteer, you make a world of difference to our staff and students. You:

- **enrich the school program** by sharing your experiences and talents with students and staff;
- **stimulate community interest**, concern, and support for education through sharing your experiences with our children in the schools;
- **enhance student learning** through reinforcing specific skills, providing enrichment experiences, and expanding the walls of the school to include the community;
- **strengthen the district's school-community partnerships** through your positive and constructive participation as a member of our school community;
- **make a difference** in the quality of the school experience for our students through your honest feedback about our strengths and challenges;
- **support strong student self-concepts** by showing them that they are important to you, by taking the time to listen to them and by helping them have an even more joyous learning experience;
- **become a better community member** as you learn about the many skills, talents and contributions of the faculty, staff, and other volunteers who contribute to the schools;
- **increase your own sensitivity** to the challenges of today's young people and strengthen your resolve to help them; and
- **model the importance of giving back** to the community so that our children will do the same in their generation.

*"You need to get up in the morning and say,
'Gosh, I'm going to - in my own crazy way -
save the world today!'"*

Carol Bellamy



'After the verb "to love", "to help" is the most beautiful verb in the world.' Bertha Yon Suttner

Our Code of Conduct for Volunteers



Maintain confidentiality. In your work as a volunteer, you may read and hear information about students that is *confidential*. It may be the results of classroom or achievement tests, awards or honors, attendance data, financial, health or personal family information, social or behavioral actions, program enrollment, or reports of parent/teacher or parent/counselor conferences. There may be times that another staff person may need to share confidential information with you, or a student may tell you something in confidence. You may hear conversations between students and teachers, students and students, or between district personnel. All these things are confidential and should never be discussed with others who do not have a legitimate need to know.

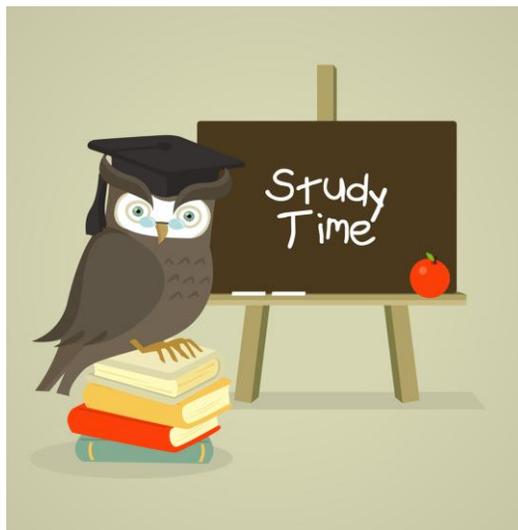
Both students and staff have the right to expect that nothing that happens to or about them will be repeated outside the school to anyone, including the student's parents. Only staff who are responsible for the design, preparation and delivery of education and related services may have access to written or oral information about students and their families.

It is our expectation, and a program requirement, that volunteers will never share confidential information about a student or staff member with others, including the volunteer's, student's or staff member's family.

Parents, friends or community members may, in good faith, ask you questions about the progress or problems of a student knowing that you are a volunteer. Discussion of individual students, teachers or staff, their actions and/or their abilities is considered a breach of professional conduct and may be grounds for your dismissal from our volunteer program.

The student's teacher is the most appropriate person with whom to discuss a child's progress and problems. You should direct any questions about a child to the child's teacher.

- **Be reliable.** Remember that students and staff members depend on your presence.
- **Be a role model.** Remember that you are acting as a role model for the students. Conduct yourself with dignity, courtesy, and consideration at all times.
- **Be flexible.** Remember that you are at school to help all students. You will be contributing whether you are working with your child's class or in another setting. Determination of the need for and role(s) of classroom volunteers rests with the teacher.
- **Be a positive, public representative of the school.** Address any concerns or issues promptly and productively. If you have an issue with a staff member, please talk to that person face to face as soon as possible. If you need time to think about the situation, please do so, but do not let the concern intensify. If you feel uncomfortable talking with the staff member, please speak to the building principal. Please respect the persons involved by avoiding discussion with other school or community members. Communications is the key to establishing good relationships that benefit everyone.
- **Participate** in information sharing and training conferences as needed.
- **Become familiar** with and abide by district and school handbooks, policies, and procedures.





Routine Procedures

"What do we live for, if it is not to make life less difficult for each other?" George Eliot

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- Sign in at the office at your arrival and departure.
- Wear your volunteer nametag so that staff members and students know who you are and can show appreciation for your presence.
- If you must be absent, call the school and ask that the staff member with whom you work be informed so that the student(s) will not be disappointed.
- Please be prompt! We plan our days with your help in mind.
- Don't hesitate to ask questions or to set up a meeting to get further instructions, if needed.
 - If you have questions about your volunteer assignment in general, talk to the staff member with whom you are working with or the building principal.
 - If you have questions about student instructional, curricular or behavior concerns, talk to the teacher.
 - If you have questions about school climate issues, harassment or discrimination concerns or conduct of students or staff that upsets you, talk to the principal.



School Cancellation

Should severe weather or an emergency require the closing of school, an announcement to this effect will be made between 6:30 a.m. and 7:30 a.m. on the following radio and TV stations:

RADIO STATIONS

WNFL	99.7 FM
WIXX	101.1 FM
WCUB	980 AM
WLTU	92.1 FM
WNCY	100.3 FM
WOGB	103.1 FM
WAPL	105.7 FM
KFIZ	107 FM--1450 AM
WNAM	1280 AM
WOSH	1490 AM
WVBO	103.9 FM

TV STATIONS

TV-2 WBAY	CHANNEL 2
TV-5 WFRV	CHANNEL 5
TV-11 WLUK	CHANNEL 11
TV-26 WGBA	CHANNEL 26
TV-32 WACY	CHANNEL 32

More Helpful Information

"If every American donated five hours a week, it would equal the labor of 20 million full-time volunteers." Whoopi Goldberg

Accidents-students

Please report all accidents and apparent illnesses to the classroom teacher or to the school office immediately.

Accidents-volunteers

Please report any accident or injury you might sustain while volunteering to the school principal as soon as possible (see liability coverage). We all appreciate your staying home and taking care of yourself if you are not feeling well.

Emergency drills

Volunteers are required to participate in emergency drills. If you are unsure of your role or have other questions, please see your principal for a copy of the district's Crisis Prevention and Intervention Plan.

Liability coverage

School volunteers are covered by the Brillion Public School District's liability insurance policy for personal injury. Questions may be directed to the Business Manager at 756-2368 #320.

Hot Lunch

Volunteers may purchase school hot lunch at the adult price when they are working at the school.

Harassment/discrimination

Brillion Public Schools is committed to providing a safe, harassment- and discrimination-free environment for its students, employees, and volunteers. Any volunteer who feels that he/she has been a witness to or the subject of discrimination and/or sexual harassment should report the incident to the building principal immediately and without fear of reprisal. You may also speak to the District Administrator at 756-2368 #303.

Staff lounges

Lounges are reserved for staff members only.

Student release/discipline

Please remember that you do not have the authority to release a student from school; this must be done through the office, with the permission of the principal. Volunteers who work with students are expected to maintain firm but kind control of the young people and to refer any serious problems or concerns to a staff person. Volunteers may not provide transportation in their personal vehicles for any school-sponsored activities.

Substance abuse

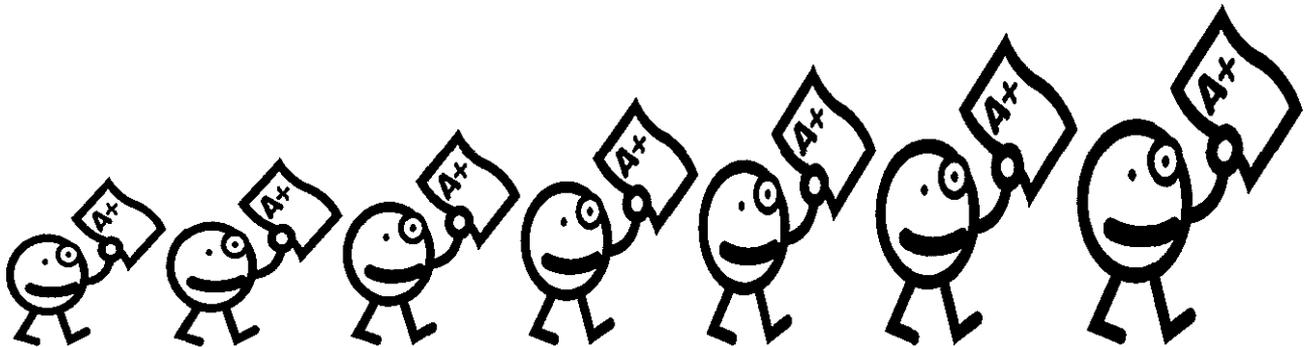
Volunteers are prohibited from consuming, possessing, furnishing, selling or being under the influence of alcohol or drugs in school or at any school sponsored, organized or associated function or on/in any property, facility or vehicle owned or operated by or for the school.

Smoking

Is not permitted in or on school grounds per Wisconsin Statute.

Volunteer time

We welcome any time you can give. To allow everyone a chance to volunteer, we recommend a maximum of four hours, twice a week, unless you are working on a special project.



Tips for Working with Children

"I like to give my energy to activities that affirm the oneness of humankind."
Claire Randall

- ❖ Enjoy yourself! And they will too!
- ❖ Be warm and friendly.
- ❖ Learn the child's name and be sure the child knows your name.
- ❖ Be a good listener and show that you are paying attention to the child by talking about things in which s/he is interested.
- ❖ Use positive comments to encourage the child.
- ❖ Let the children know that making a mistake is part of learning. Our motto is "Fail forward".
- ❖ If you do not know an answer, admit it, and work the problem out together or ask the teacher.
- ❖ Build the children's confidence by praising their attention, achievement, and effort. Be as specific as possible in your praise.
- ❖ Be reliable so the child will not be disappointed.
- ❖ Do not make promises that you cannot keep.
- ❖ Maintain a sense of humor.
- ❖ Encourage the children to do their own thinking and give them time to respond.
- ❖ Communicate often with the teacher.

Thank you - and HAVE FUN!



Phone Numbers

Brillion Elementary School	920-756-3624
Brillion Middle School	920-756-2166
Brillion High School	920-756-9238
District Office	920-756-2368
Website	www.brillion.k12.wi.us

"giving, whether It he of time, labor, affection, advice, gifts or whatever, is o^e of life's greatest-pleasures." Rebecca Russell

**BRILLION PUBLIC SCHOOLS
BOARD OF EDUCATION
SERIES 300: INSTRUCTION**

FILE: 353.1

School Volunteers

Volunteer assistance to the Brillion Public Schools is recognized to be a vital supplement. The School Board directs the administration to develop procedures that will ensure that the most productive use may be made of volunteer assistance while at the same time helping the volunteers to achieve a positive and rewarding experience.

Specifically the Board directs the administration to develop procedures for soliciting and selecting volunteers, training those volunteers who have been selected, monitoring the services of volunteers while assisting the school district and providing a means of recognition for assistance.

Cross reference Policies:	377	Athletic Program Guidelines
	377.1	Attendance at State Tournament Staff conduct and rules
	535.3.1	Coaching assignments & rules
	535.31.1	Club/Class Advisorship
	751.3	Extra-Curricular Transportation & Rules

First Reading: 7/28/03
Second Reading: 8/18/03
Reviewed: 02/19/07

**BRILLION PUBLIC SCHOOLS
POLICY 353.1
ADMINISTRATIVE RULE**

School Volunteers

1. Offers to serve as school volunteers should be made through the building principal's office. All volunteers are to be registered before beginning work. Assignment of volunteers shall be by the school building principal with the approval of the district Administrator.
2. The school building principal shall define and assign responsibilities and tasks to be performed by volunteers in the respective schools. Volunteers should perform only those tasks assigned by the principal or appropriate program supervisor.
3. Volunteers shall be under the direction of the building principal or Athletic Director. When volunteers work directly with children, their activities will be under the direct supervision of the classroom teacher or other designated employee.
4. In-service and orientation activities shall be planned for volunteers so that they may become skilled in performing their assigned tasks. Any special job-related guidelines should be stressed in the orientation activities.
5. School volunteers shall be expected to abide by all school rules and regulations when performing their assigned responsibilities.
6. Volunteers will be restricted from access to confidential information in student and employee files.
7. Volunteers will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.
8. The School Board will provide liability insurance protection for approved use of volunteers.
9. Each volunteer will be asked by the building principal to sign the Volunteer Agreement and this record shall be kept on file for the duration that the volunteer serves the district.

Reviewed: 02/19/07

**BRILLION PUBLIC SCHOOLS
BOARD OF EDUCATION
SERIES 300: INSTRUCTION**

FILE 353.2

Volunteer Coaches/Advisors

The Board of Education recognizes that there are members of the community that have an interest in serving as volunteer assistants in Brillion Public School District athletic or other extracurricular activity programs. The Board also recognizes that it can be advantageous to Brillion Public School District athletic coaches and activity advisors to use volunteer coaches/advisors for particular assignments. Therefore, volunteer coaches/advisors may be utilized in the District as needed in accordance with established administrative procedures.

No person may be involved in Brillion Public School District athletic or other extracurricular activity programs as a volunteer coaches/advisors without the approval of the Athletic/Activity Director. Volunteer coaches/advisors shall serve at the pleasure of the Brillion Public School District and may be removed from the position by the Athletic/Activity Director at any time.

Volunteer coaches/advisors shall be expected to abide by all Brillion Public School District policies, rules, and regulations applicable to their particular volunteer assignments

Cross Reference: Volunteer Handbook

First Reading: 7/28/03
Second Reading: 8/18/03
Review: 02/19/07

Brillion Public Schools
Policy 353.2
Administrative Rules

Volunteer Coaches/Advisors

From time to time, it is advantageous for our coaching/advisor staff to use volunteers for particular assignments. There are members of our community that are interested in serving as some type of assistant in our programs. So there can be control over the volunteer coaches/advisors used in our district, the following procedures are to be followed:

1. If the head coach/advisor of the activity deems it appropriate for him/her to have a volunteer, he/she should discuss this with the head coach/activity director and the principal as to the necessity for the volunteer coach. After receiving permission from the athletic director and Principal, he/she may then seek a volunteer for that position.
2. Once the head coach/activity director has selected a volunteer coach/advisor, this should then be forwarded to the athletic director/activity director for approval. No volunteer may be involved in our programs without the athletic director/activities directors' and Principals approval.
3. The volunteer coach/advisor will not be permitted to supervise students except under the direct supervision of a coach/advisor. Direct supervision shall be construed as being on the same site with the coach/advisor, and if physically possible, to be within visual or verbal control of the volunteer. In some cases, i.e. football, weightlifting, or cross country, this may not be possible, but every attempt to maintain supervision should be made.
4. The volunteer coach/advisor will not be issued any keys or have access to any school facility at anytime, other than when working under the direct supervision of the coach/advisor.
5. The volunteer coach/advisor will not be given any assignments that cannot be closely supervised by the coach/advisor in charge of that activity.
6. Volunteer coach/advisor assignments are for the season in progress only.
7. Volunteer coaches/advisors must sign a volunteer contract.

Review: 02/19/07

Policy 353.2

Form A

Co-Curricular Volunteer Contract

I, (print name) _____, understand and agree that my involvement with the Brillion Public Schools _____ team/organization in the co-curricular program is performed with and under the following conditions:

1. I waive payment of any salary or stipend for my services.
2. I waive any eligibility for any benefits for my services.
3. I will familiarize myself with and adhere to all co-curricular policies and procedures established by the school board and administration of Brillion Public School District.
4. I will attend an in-service meetings designated to enhance student relationship skills as deemed necessary by the administration and/or athletic director of the Brillion Public School District.
5. In the performance of my duties as a volunteer, I shall not intentionally or wantonly cause any injury or damage to person or property of Brillion Public School District or of any participant, coaching staff, advisor or spectators involved in such co-curricular event.
6. My services as a volunteer shall be performed on the condition that I am covered by and included as an insured under all applicable liability insurance policies of the Brillion Public School District.

Signature of Volunteer

Athletic Director/Advisor

Approved by the Building Principal

Signature

THE ATHLETIC DIRECTOR/ADVISOR WILL PROVIDE A COPY OF THIS CONTRACT TO THE DISTRICT ADMINISTRATOR.

Review: 02/19/07

School Volunteer Enrollment Form

Please Enter the Following:

Date: _____

Name: _____

Address _____ Telephone _____

List the school(s) and grade level(s) for which you are interested in volunteering:

Which do you prefer (check one)?

- Working only with my child's grade/class
- Assisting with any grade/class if needed.

How are you willing to volunteer? (Check all that apply)

- Within the school
- Working from the home
- No preference

List the times of day you are available to volunteer:

How often are you willing to volunteer? (Check one)

- More than once a week
- Once a week
- Once a month
- Other

The following is a general listing of some of the type of volunteer opportunities that are available in the Brillion Public School District. Please check the opportunities that are of interest to you.

- Tutoring children one-on-one or in small groups.
- Clerical (e.g., typing, record keeping, filing, duplicating, compute assistance)
- Classrooms (e.g., assisting groups of students, field trips, creating/managing instructional materials)

- General School (e.g., organizing, supervising or managing special activities, events or programs)
- Before and/or After School Programs (please specify)_____
- _____ Special Skills or Talents (list those you have and are willing to contribute -e.g., music, artistic, leadership, group supervision, fund raising, technology, career day presenter, special experiences)
- Other ways I could help:

I, as a volunteer working in the Brillion Public School District, fully understand that this position is, as stated, on a volunteer basis, which inherent in its meaning, entitles me to no pay or wages from the Brillion Public School District for my services. I understand the information provided in the Volunteer Handbook and I agree to the rules and guidelines contained therein. I understand that the information included on this form will be added to a school district database and that I may be contacted to volunteer in the areas I have specified. I understand that this volunteer agreement can be terminated without notice at any time by either the school district or the volunteer.

Volunteer Signature:_____Date_____

Building Principal Signature:_____Date_____

Please return this form to your school office or by mail to: Brillion
Public Schools 315 S. Main St. Brillion WI 54110

Criminal Background Check/Disclosure Form

It is the policy of the Brillion Public School District to require all volunteers and prospective volunteers to complete this Disclosure Statement. Subsequently, the Brillion Public School District will complete a criminal record check for conviction(s) and pending charges through the Wisconsin Department of Justice.

Please Print Clearly

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip

Number of years at this address: _____

Date of Birth: _____ Driver's License Number: _____

Have you ever, in your lifetime, been convicted of or do you have any charges pending for felonies, misdemeanors, and/or ordinance violations other than minor traffic violations? This includes all court-addressed charges such as disorderly conduct, battery, worthless checks, etc.

YES

NO

If yes, please explain. Prior convictions may not exclude you from volunteering in our schools. Misrepresentations on this statement will exclude you.

I authorize the Brillion Public School District to review my personal background. I consent to having the Brillion Public School District conduct a full and complete criminal background check. I understand that any misrepresentation on this statement may result in immediate disqualification for any volunteer service within the Brillion Public School District. I understand that the Brillion Public School District will verify the information I have provided above. I hereby release the District, its Board and its agents, as well as all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions.

Signature: _____ Date: _____

Please return this form to your school office or mail to Brillion Public Schools Office at 315 S. Main St. Brillion WI 54110

**BRILLION PUBLIC SCHOOLS
BOARD OF EDUCATION
SERIES 400: STUDENTS**

FILE: 411

Nondiscrimination Policy

Brillion Public Schools shall not discriminate on the basis of gender, race, national origin, ancestry, creed, age, sexual orientation, pregnancy, marital or parental status, or physical/mental/emotional/learning disability in its educational programs, activities or employment.

If any person believes that Brillion Public Schools or any part of the school organization has failed to follow the law and rules of Section 118.13, Wis. Stats., Title IX, Section of the Rehabilitation Act of 1973, or in some way discriminates against pupils on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, he/she may bring or send a complaint to the district administrator of the Brillion Public Schools at 315 South Main Street, Brillion, Wisconsin, 54110.

The policy statement (above) is to be included in staff and pupil handbooks, course selection handbooks, and other published materials distributed to the public describing school activities and opportunities.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1972 (handicap).

It shall be the responsibility of the district administrator to examine existing policies and develop new policies where needed to ensure that the Brillion Public School District does not discriminate pursuant to federal and state law. The district administrator shall ensure that an employee is designated to receive complaints filed under Section 118.13, Wisconsin Statutes, PI 9, Wisconsin Administrative Code, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. The district administrator shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with Section 118.13, Wisconsin Statutes is completed every five years under PI 9 Wisconsin Administrative Code and submit Form PI-1197 to the Department of Public Instruction annually.

Cross Reference: 342.9

Legal Reference: Wisconsin Statutes 118.13
PI 9 Wisconsin Administrative Code
Title IX of the Education Amendments
Section 504 of the Rehabilitation Act of 1973

First Reading: 4/23/07
Second Reading: 5/21/07

BRILLION PUBLIC SCHOOLS

POLICY 411 ADMINISTRATIVE RULES

Discrimination Complaint Procedures

Informal Resolution

The district encourages informal resolution of complaints under this policy. Complainants are encouraged to request help or assistance from an immediate supervisor, principal, or superintendent.

Formal Resolution

STEP 1: A written statement of the complaint shall be prepared by the complainant & signed. This complaint shall be presented to the district administrator. The district administrator will endeavor to make a resolution satisfying the complainant at this point. The district shall send written acknowledgement of receipt of the complaint within 45 days.

STEP 2: A written determination of the complaint shall be made by the district within 90 days of receipt of the complaint unless the parties agree to an extension of time. Appeals under 20 USC s.1415 and ch. 115, Wisconsin Statutes, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a special education child shall be resolved through the procedures authorized by ch. 115, subch. V, Wisconsin Statutes. Complaints under 20 USC s. 1231 e-3 and 34 CFR ss 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

STEP 3: If a complainant wishes to appeal a negative determination by the district, they have the right to appeal the decision to the school board. Appeals should be addressed to School Board, 315 South Main Street, Brillion, WI.

STEP 4: If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. 7841, Madison, Wisconsin 53707.

STEP 5: Discrimination complaints on some of the above basis may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

Reviewed: 4/23/07

**BRILLION PUBLIC SCHOOLS
POLICY 411
Discrimination Complaint Form #1**

Name _____ Date _____

Address

Telephone _____
(Home) (School or work location)

Status of person filing complaint: _____ Student _____ Employee _____ Parent

Filing complaint alleging discrimination on the basis of: _____

Statement of complaint (include type of discrimination charged and the specific incident(s) in which it occurred):

Signature of complainant: _____

Date complaint filed: _____

Signature of person receiving complaint: _____

Date received: _____

Submit all copies to (employee designated to receive complaints), or the immediate supervisor, or their respective secretaries. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be sent to the complaint investigation officer.

Distribution: 1st copy - Complaint investigation officer
2nd copy - School/department
3rd copy - Complainant

Reviewed: 4/23/07

**BRILLION PUBLIC SCHOOLS
POLICY 411
Discrimination Complaint Form #2**

Notification to Complainant of Right to Appeal

Brillion Public Schools
315 South Main Street
Brillion, WI 54110-1294

I have received written determination by the school board of my complaint alleging violation of s. 118.13, Wisconsin Statutes. I understand that I have the right to appeal a negative determination to the state superintendent within 30 days and that to make such an appeal I would contact the following:

Complaint Officer
Wisconsin Department of Public Instruction
125 South Webster Street
P. O. Box 7841
Madison, WI 53707-7841

Signature of complainant

Date

Distribution: 1st copy - Local employee designated to receive complaints
2nd copy – Complainant

Reviewed: 4/23/07



"You have not lived a perfect day, even though you have earned your money, unless you have done something for someone who will never be able to repay you."- Ruth Smeltzer

Thank you for volunteering to support the great students and staff of the Brillion Public School District!