

## **411.1 RULE STUDENT HARASSMENT COMPLAINT PROCEDURE**

### Complaint Procedure

Students who believe they are victims of harassment should report their concerns to the building principal or a guidance counselor. Students may present their complaint(s) to any adult employee. To assure consistency in handling complaints, the employee will report the complaint to the principal or a guidance counselor in a timely manner.

The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is made, consistent with the District's legal obligations, and the necessity to investigate allegations of harassment and to take disciplinary action when appropriate.

The following procedure will be used:

1. Any complaint may be presented verbally or in writing to the principal or guidance counselor. The complaint should include the specific nature of the harassment and corresponding dates. The person making the complaint will need to provide his/her name, address and phone number. If the complaint is verbal, the principal or guidance counselor shall make a written record and request the complainant to sign such written account.
2. The principal or guidance counselor shall thoroughly investigate the complaint, notify the person who has been accused of harassment, permit a response to the allegation, and arrange a meeting to discuss the complaint with all concerned parties if deemed necessary. The principal or his/her designee will then take appropriate action based upon the results of the investigation. The complainant will be advised of any action taken as a result of his/her complaint.
3. If the complainant is not satisfied with the response of the principal or his/her designee, he/she can appeal in writing to the district administrator. The district administrator will then review the actions taken by the principal or his/her designee and take appropriate action.
4. If the complainant is not satisfied with the response of the district administrator, an appeal to the school board may be filed. The appeal must be filed with 10 working days of receipt of the district administrator's response or as soon as possible thereafter. The school board shall hold a closed session, consistent with provisions of state law, within 20 working days of receipt of the appeal or as soon as possible thereafter. The school board shall give a written response within 10 working days of the completion of the private conference or as soon as possible thereafter.
5. If the complainant is not satisfied with the response of the board, she/he may, as at any point in the process, file a complaint with the proper legal authorities.

6. Appeal to the State Superintendent of Public Instruction is also available under P1 9, Wisconsin Admin. Code.

Reviewed, revised, and approved by the Board of Education on January 17, 2005