



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

724 Rule

Procedure for Filing Harassment Complaint

INFORMAL PROCEDURE

Any person who believes he/she has a valid basis for a harassment complaint may discuss the concern with the building principal. The principal or designee will investigate the complaint and attempt to resolve the matter as appropriate to the situation. If the complainant is not satisfied with the principal's response and/or action, he/she may initiate a formal complaint according to the procedure listed below. Complainant shall be advised that their report may become a matter of public record.

FORMAL PROCEDURE

Step 1: A written statement regarding the harassment complaint shall be prepared by the complainant and signed (see ~~attached~~ **Policy #724-Exhibit**). This complaint shall be presented to the building principal or designee. It shall be the responsibility of the building principal or designee to see that the complaint is promptly and thoroughly investigated. If the principal is the subject of complaint, the complaint shall be referred to the District Administrator for investigation and action.

Upon completion of the investigation, the administrator/principal shall determine the appropriate action to be taken regarding the harassment complaint. The action taken shall be consistent with legal requirements and established Board policies. The principal shall inform the complainant, in writing, of his/her determination regarding the complaint within ten (10) school/business days.

Step 2: If the complainant wishes to appeal the determination made in Step 1, he/she may submit a signed statement of appeal to the District Administrator within ten (10) school/business days after receipt of the principal's response to the complaint. (If the complaint was handled by the District Administrator in Step 1, the appeal shall go to the Board as outlined in Step 3.) The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) school/business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board within ten (1) school/business days of his/her receipt of the District Administrator's response. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within thirty (30) school/business days of the receipt of such appeal. A copy of the Board's disposition of the appeal shall be sent by the District Clerk to each concerned party within ten (10) school/business days of this meeting.

DISSEMINATION OF HARASSMENT COMPLAINT PROCEDURES

The adopted harassment complaint procedures shall be disseminated to students and employees annually to inform them about the process by which they can make a harassment complaint. The information shall be published in student and staff handbooks or disseminated through other appropriate means determined by the building principal.

MAINTENANCE OF COMPLAINT RECORDS

The building principal shall keep a log of all informal harassment complaints received and the actions taken.

The District Administrator/designee shall keep records of all formal harassment complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. All records will be kept confidential to the extent allowed by law.

OUTSIDE INVESTIGATION

The Board, at its discretion, may refer harassment investigations to other agencies when circumstances warrant.

APPROVED: November 11, 1999