



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

411.1 Rule

411.2 Rule

Procedure for Filing Harassment/Sexual Harassment Complaint

INFORMAL PROCEDURE

Any student who believes he/she has a valid basis for a harassment/sexual harassment complaint may discuss the concern with a district employee. The principal shall investigate the complaint. In instances where the principal may be the subject of the complaint or the student is more comfortable with an alternate, a designee will be appointed and 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/designee's response and/or action, he or 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 complaint shall be prepared by the student and/or parent/guardian and signed. Forms are available in each building and on the district website. This complaint shall be presented to the building principal/designee. It shall be the responsibility of the building principal/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 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) business days unless the principal or designee determines that more time is necessary to fully investigate the complaint. In the event more time is needed, the principal /designee shall inform the complainant that additional time is needed to investigate and shall provide the complainant with a date by which the investigation will be completed.

In appropriate circumstances, the principal/designee may request that an outside investigator be appointed to conduct an investigation into the allegations raised in the complaint.

Step 2: If the student or parent/guardian 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) 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 student/parent within ten (10) business days.

Step 3: If the student/parent/guardian remains unsatisfied, he/she may appeal through a signed, written statement to the Board within ten (10) 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) 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) business days of this meeting.

DISSEMINATION OF HARASSMENT COMPLAINT PROCEDURES

The adopted harassment/sexual harassment complaint procedures shall be disseminated to students and parents annually to inform them about the process by which they can make a harassment/sexual harassment complaint. The information shall be published in student 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/sexual harassment investigations to other agencies when circumstances warrant.

Cross Reference: Policy #411.1 –Bullying/Harassment
Policy #411.2 – Student Harassment/Sexual Harassment

APPROVED: November 11, 1999

REVISED: September 11, 2014

APPROVED: October 9, 2014