

411.1-Rule

HARASSMENT GUIDELINES AND PROCEDURES

The following guidelines and procedures reflect the district's strong commitment to provide its students, employees and volunteers with an environment free from harassment and retaliation and its commitment to handle all complaints thoroughly and completely, regardless of who brings them or against whom they are brought.

A. Definition

Harassment, including bullying and/or sexual harassment, is verbal or physical conduct or abuse that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment, or interferes with the individual's work or learning performance. Harassment can include many different types of behavior. What makes behavior harassment in a particular case is (1) that the behavior is directed toward a pupil's membership in a protected class, e.g., sex, race, disability, and/or (2) the behavior is pervasive or severe that it interferes with the pupil's performance or creates an intimidating, hostile, or offensive environment. Harassment may include, but is not limited to conduct relating to an individual's age, sex race, color, national origin, ancestry, creed, religion, economic status, pregnancy, marital, familial or parental status, sexual orientation, genetic information, handicap or physical, mental, emotional or learning disability or other protected status.

B. Complaint Process:

1. The district administrator shall appoint two persons to serve as the District's harassment complaint officers.
2. The complainant should, if possible, talk to the alleged offending person. If unable to establish effective communication, the complainant should contact their building Principal or Supervisor.
3. The building Principal or Supervisor shall investigate and seek resolution to the complaint. If unable to resolve the issue, the building Principal or Supervisor may refer the incident to legal authorities or to the District's appointed Complaint Officers.
4. The complainant shall be asked for such details as who was involved in the harassment, what was said or done, how the conduct affected him/her and an opinion as to how the situation should be resolved.
5. All complaints shall be investigated promptly, thoroughly and fairly.
6. Students, employees and volunteers with information about the harassment may be contacted and shall be expected to cooperate with any investigation.
7. The alleged offender shall be advised of the complaint and given an opportunity to provide information about what happened and concerning possible resolution.
8. If the complaint officer is involved, they should discuss the proposed resolution with the appropriate building Principals and/or Supervisor, as well as the District Administrator and the School Resource Officer. The complainant and the alleged offender shall be advised of the resolution, with concern shown for privacy of the parties.
9. Complaints, investigations and resolutions shall be handled as discreetly as possible with information being shared only with those who have a need to know and as may be required by law.

C. In addition to or instead of this complaint procedure, the complainant has a right to file a charge of discrimination with the following:

Department of Public Instruction (Students, Teachers and Volunteers)
Equal Educational Opportunity Office
P.O. Box 7841
Madison, WI 53707-7841

Office for Civil Rights (Students)
U.S. Department of Education
111 N. Canal Street, Suite 1053
Chicago, IL 60606-7204

Office of Civil Rights (Employees and Volunteers)
Equal Employment Opportunity Commission (EEOC)
310 West Wisconsin Avenue, Suite 800
Milwaukee, WI 53203-2292
414-297-1111

Wisconsin Dept. of Workforce Development (Employees and Volunteers)
Equal Rights Division
819 North Sixth Street, Room 255
Milwaukee, WI 53203
414-227-4384

An attorney (Students, Employees and Volunteers)

- D. No retaliation shall be tolerated, whether verbal, non-verbal or physical, as a consequence of the making of a complaint and complaints of retaliation shall be vigorously pursued. Retaliation against any person who complains, reports or testifies about a harassment complaint or is involved with a case is strictly forbidden and is a serious violation of the Board's policy.
- E. Complaints that are found to be intentionally dishonest or malicious shall not be tolerated and any person making an intentionally dishonest or malicious complaint shall be subject to disciplinary action.
- F. If the harassment does not stop or re-occurs after initial steps have been taken to stop the harassment, further steps may be taken that may lead to student expulsion or disciplinary action for staff members.
- G. The district shall at all times expedite action in compliance with state and federal law in all cases of harassment.

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