

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 113

HARASSMENT COMPLAINT PROCEDURE

Any individual who believes he/she has been subjected to harassment by another individual or an employee, applicant for employment, parent/guardian, or other individual doing business or having any dealings with the District, or any parent/guardian who believes his child has been subjected to harassment should report the harassment. The report should be presented in writing to the Principal/Associate Principal or Guidance Counselor in the building where the alleged harassment occurred, or to the administrator or supervisor who is primarily responsible for the program where the alleged harassment occurred. If the student or parent/guardian is not comfortable making the complaint to one of the aforementioned individuals, the complaint should be submitted to the Director of Instruction.

In the event a complaint is made to a staff member, the staff member shall immediately report the complaint to the Principal. All complaints of harassment should receive immediate attention and investigation, and should be reported to the Director of Instruction.

The District forbids retaliation against anyone who reports an incident of harassment or files a complaint of harassment.

Any person who files a written complaint alleging harassment will receive a written acknowledgment within five (5) working days that the complaint has been received. Each complaint will be thoroughly investigated within fifteen (15) working days after receipt, unless additional time is needed to conduct the investigation. The Director of Instruction shall conduct the investigation or other individual designated by the Superintendent. The investigation shall include a written summary of the investigation.

If the investigation reveals that the complaint is valid, prompt action designed to curtail the harassment and to prevent its recurrence will be taken. If appropriate, the matter shall also be reported to the appropriate social service or law enforcement agency.

If the complaining party is dissatisfied with the decision of the investigating party, the matter may be appealed to the Superintendent, in writing. The Superintendent shall review the appeal and may, if appropriate, conduct a further investigation into the matter. The Superintendent shall render a decision with respect to the appeal within ten (10) working days following receipt of the appeal.

If the complainant is dissatisfied with the Superintendent's decision, the complainant may appeal the decision, in writing, within thirty (30) days following the District's decision to the State Superintendent of Public Instruction. Appeals may also be made to the Office of Civil Rights.

Appeals under 20 U.S.C. §1415 and Wis. Stats. Ch. 115, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an

exceptional educational need, shall be resolved through the procedure authorized by Wis. Stats. Ch. 115, Subch. V, and shall not be subject to these procedures. Complaints under 20 U.S.C. §1231(e)-3 and 34 C.F.R. §76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program, shall be referred directly to the State Superintendent of Public Instruction.

APPROVED BY THE BOARD: August 18, 2004