

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 411.1

STUDENT HARASSMENT COMPLAINTS

1. All parties are encouraged to keep harassment-related matters confidential to the extent possible.
2. The building principal shall be designated the harassment complaint officer for his/her school. Principals/designee are responsible for investigating complaints and taking appropriate disciplinary action.
3. Third party witnesses are strongly encouraged to report observed incidents of harassment to the building principal. When requested, every effort shall be made to the extent possible to keep the identity of the witness confidential.
4. When repeated incidents involving the same parties present a pattern of harassment, it shall be reported to the Superintendent.

Complaint Procedures

1. If a student or a student's parent/guardian believes he/she or his/her child is the victim of sexual or other form of harassment, he/she should immediately report his/her concerns to the principal, social worker, guidance counselor or teacher. Complaints may be made either verbally or in writing. All complaints shall be documented. The complaint should include a specific statement of the alleged behavior, including additional background details such as time, date, location and circumstances of each alleged incident.

If a social worker, guidance counselor, teacher or other adult receives a complaint, he/she shall forward the complaint to the principal who shall make a written record of any complaints received and conduct an investigation and respond to the complaint.

If the principal is the subject of the complaint, the complaint should be forwarded to the Superintendent/designee. The Superintendent/designee shall make a written record of any complaints received and conduct an investigation and respond to the complaint.

2. The building principal/Superintendent/designee shall conduct an initial review to examine the documentation of the incident. The review shall be followed by an investigation of the complaint. The investigation shall include notification of the person accused of harassment, permitting a response to the allegation, meeting with witnesses, arranging a meeting and responding to the complaint. A written report shall be forwarded to the complainant within 90 calendar days after receipt of the complaint, unless the parties agree to an extension of time. The report shall include the findings, recommendations and actions taken or to be taken.

3. If any party is not satisfied with the decision of the building principal/Superintendent/designee, a written appeal may be submitted to the Superintendent/designee including the nature of the disagreement. The appeal must be filed within 20 calendar days after receipt of the initial decision. The Superintendent/designee shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal. The Superintendent/designee shall provide a written response outlining the findings and disposition of the appeal within 10 calendar days after the meeting.
4. If either party is not satisfied with the appeal decision, the party may file a request for formal review by the Board of Education. The appeal must be filed within 10 calendar days of receipt of the prior decision. The Board shall conduct a hearing within 30 calendar days of the request for formal review of the prior decision.
5. If either party is not satisfied with the decision of the Board, the party may pursue further review by filing a request with the State Superintendent of Public Instruction within 30 days of the Board's decision in accordance with state law and regulations.

BOARD APPROVAL: August 18, 2004