

## STUDENT HARASSMENT AND DISCRIMINATION COMPLAINT PROCEDURES

If any student believes that they have been harassed or discriminated against or has knowledge that a harassment/nondiscrimination policy violation has occurred, they may bring forward a complaint in accordance with the informal and/or formal procedure outlined below. The Board encourages the informal resolution of complaints to the extent possible. Current District Harassment officer information is found in the student handbook in each building and on the District website at [www.parkview.k12.wi.us](http://www.parkview.k12.wi.us) and is updated annually.

### INFORMAL PROCEDURE

Any student who believes they have a valid basis for harassment or discrimination complaint may discuss the complaint with the Principal. If the Principal is the subject of the complaint, the complaint shall be referred to the District Administrator for investigation and action. The Principal or District Administrator 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.

### FORMAL PROCEDURE

**Step 1:** A written statement regarding the harassment/discrimination complaint shall be prepared and signed by the complainant or, where the complainant is unable due to age or disability the Harassment Officer will prepare a written statement that the complainant will sign or acknowledge. This complaint shall be presented to the Harassment Officer. The Harassment Officer or designee shall provide the complainant with a written acknowledgment of the complaint within 14 days of receipt of the complaint. It shall be the responsibility of the Harassment Officer to promptly, properly and thoroughly investigate the complaint, making sure that all procedural requirements are met. If the Harassment Officer is the subject of the complaint, the complaint shall be referred to the District Administrator for investigation and action.

Upon completion of the investigation, the Harassment Officer/designee shall determine the appropriate action to be taken regarding the harassment complaint. The action taken shall be consistent with the legal requirements and established Board policies. The Harassment Officer/designee shall inform the complainant, in writing, of their determination regarding the complaint. The written decision must contain a statement advising the complainant of their right to appeal the decision to the District Administrator, by filing a signed statement with the District Administrator within ten (10) days of the date the Harassment Officer sent the written decision. (If the complaint was handled by the District administrator in Step 1, the appeal shall go to the Board as outlined in step 3.)

**Step 2:** The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant as soon as possible. A determination of the complaint will be provided by the district administrator within 90 days of receipt of the written complaint unless both parties agree to an extension. The written decision must contain a statement advising the complainant of their right to appeal the decision to the Board, by filing a signed statement with the President of the Board, within 10 days of the date the District Administrator sent the written decision.

**Step 3:** In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within 45 days. A copy of the Board's disposition of the appeal shall be sent by the District Clerk to each concerned party within 45 school/business days of this meeting; however, in no case will the final written decision of the District be sent to the complainant later than 90 days after receipt of the complaint, unless the complainant agrees to an extension. Written decisions involving complaints under Section 118.13, Wisconsin Statutes must contain a statement advising the complainant of their right to appeal the decision to the State Superintendent, and that an appeal to the State Superintendent must be filed within 30 days of the date of the District's final written decision.

**Step 4:** If, at this point, a discrimination complaint has not been satisfactorily resolved, the complainant may appeal to the State Superintendent of Public Instruction within 30 days.

A complaint or appeal may also be made on some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the U.S. Office for Civil Rights – Region V in Chicago.

#### COMPLAINT PROCEDURE - SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Handbook.

#### COMPLAINT PROCEDURE - FEDERAL PROGRAMS

Discrimination complaints relating to programs specifically governed by federal law or regulation (i.e., EDGAR - Education Department General Administrative Regulation –complaints) shall be referred directly to the State Superintendent of Public Instruction.

#### DISSEMINATION OF HARASSMENT/DISCRIMINATION COMPLAINT PROCEDURES:

The adopted Harassment/Nondiscrimination Complaint Procedure shall be disseminated to students annually to inform them about the process by which they can make a harassment or discrimination complaint. The complete complaint procedure shall be published in student handbooks and disseminated through other appropriate means determined by the principal.

#### MAINTENANCE OF COMPLAINT RECORDS:

The Harassment Officer shall keep records of all formal harassment/discrimination complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

- The name of the complainant and his/her title or status
- The date the complaint was filed
- The specific allegation made and any corrective action requested by the complainant
- The name(s) of the respondents
- The levels of processing followed, and the resolution, date, and decision-making authority at each level
- A summary of facts and evidence presented by each party involved
- A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken

#### OTHER RESOURCES

The District shall make every effort to equitably and swiftly investigate formal harassment or discrimination complaints. In the event that a complainant feels that they need additional information or would like to file a complaint against the school district, he/she should contact the State Superintendent of Public Instruction or the Office of Civil Rights.

**APPROVED:** February 24, 2004  
November 20, 2006  
August 17, 2009  
August 15, 2011  
**DECEMBER 21, 2015**