

RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

524.3-Rule

Procedure for Handling Harassment/~~Sexual Harassment~~ Complaints

1.  Immediately following, or within a reasonable period of time, the complainant will file a written complaint of suspected harassment, with a member of the Pupil Services Department  from they are most comfortable.
2. The Pupil Services Department team member who receives the complaint will acknowledge in written form the receipt of the complaint within 48 hours. A complaint file will be established to contain all documents pertinent to the complaint. The team member will informally offer an opportunity for the individuals to discuss and possibly resolve the situation. Guidance in handling the situation and/or conflict resolution will be given to both parties.
3. The district intends to keep the identity of the complainant confidential unless there are compelling reasons to disclose such identity. Should the district deem disclosure important, the complainant shall be asked if he/ she wants his/her identity disclosed. If the complainant denies this request, the identity will be kept confidential by the district. It may become impossible to process or investigate the complaint as a result of this decision on the part of the complainant and the complaint may be dismissed.
4. Informal resolution, where appropriate, is desired. However, if after a reasonable period of time, no resolution has been reached, the following formal procedure will be followed:
 - a) The complaint file will be given to the District Administrator.
 - b) Within seven (7) business days the District Administrator will review all pertinent facts and will direct the investigation process conducting interviews with appropriate individuals or, in appropriate circumstances, will refer the complaint to an independent investigator for investigation.
 - c) The District Administrator will maintain regular communications with both the complainant and the alleged harasser regarding the status of the complaint.
 - d) After a thorough review of all information collected, the District Administrator will conduct a meeting with all parties involved. He/she will direct a solution to the problem. All parties are expected to comply with the decision. If harassment is found, action may be taken up to and including discharge.
 - e) Interim measures may be taken if appropriate, i.e. administrative leave with pay, pending outcome.

The District Administrator will communicate this decision in writing within ninety (90) business days unless an extension has been agreed upon by all parties or an extension is necessary in order to fully and fairly complete the investigation.

5. After written determination has been received, should the complainant be unsatisfied, he/she may appeal for reconsideration to the Board of Education. This appeal must be filed within twenty (20) business days after receipt of the District Administrator's determination. All information collected by the District Administrator and the complaint file will be shared with Board of Education members. The Board of Education will hear the appeal within 30 days after receipt of the appeal.
6. After the ruling of the Board of Education, should the complainant still remain unsatisfied, he/she may wish to exercise his/her additional rights and options available under local, state and federal anti-discrimination laws, including, but not limited to: Equal Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, WI 53202 - Phone (414) 297-1111; Department of Industry, Labor and Human Relations Equal Rights Division, 819 N. 6th St., Milwaukee, WI 53203 - Phone (414) 244-4384.
7. Sexual Harassment can, under some circumstances, constitute sexual assault. Nothing in this policy is intended to prohibit a complainant from reporting criminal activity to the appropriate authorities.

All records will be kept by the District Administrator or his or her designee.

CROSS REF.: Policy #524.3 Harassment/~~Sexual Harassment~~

REVISED: August 12, 1999
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