

## **410RULE STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES**

If any person believes that a student has been harassed or discriminated against, and for all other alleged violations of Policy 411, paragraph (2), he or she should follow these procedures:

- Step 1. The District will allow a complainant the opportunity to resolve discrimination and harassment complaints on an informal basis, if the complainant asks to do so. Upon a complainant's request, the building principal will facilitate a meeting between the complainant and the alleged harasser/discriminator. If the parties resolve the matter, the principal will prepare a written statement outlining the resolution. If the complainant is not satisfied with the outcome of the meeting, the District will formally investigate the complaint.
- Step 2. To begin the formal complaint process, a complainant must submit a written complaint to the District Administrator. If reporting to this person would not be appropriate under the circumstances, the complainant may submit a complaint directly to the Director of Human Resources or the Director of Pupil Services. The District Administrator or his/her designee will send the complainant written acknowledgment of the complaint within **5** days after receiving the complaint. Complainants should send complaints to the following address:

Wisconsin Rapids School District  
District Administrator  
510 Peach Street  
Wisconsin Rapids WI 54494

- Step 3. The District will investigate harassment and discrimination complaints promptly, thoroughly, and impartially. The District Administrator or his/her designee shall conduct the investigation or appoint an investigative team or independent consult to do so. The District Administrator or designee will prepare a written report regarding the investigation, including a description of the District's conclusions and any action taken, within **40** days after the District receives the complaint. The District Administrator or designee shall send a copy of the report to the complainant, the alleged harasser, the superintendent and the school board.
- Step 4. If either party is not satisfied with the results of the investigation report or the District Administrator's decision, he or she may appeal the decision to the Board of Education. To appeal the decision, a party must submit a written appeal to the Board within **10** days after the District sends the investigation report to the parties. The Board of Education will hold a private conference with the parties within **30** days after the Board receives the written appeal. In response to the appeal, the Board will send a written decision to the parties and the District Administrator within **10** days after the private conference.
- Step 5. Either party may appeal the Board of Education's decision to the state superintendent. Parties should send appeals to the following address:

State Superintendent  
Wisconsin Department of Public Instruction  
P.O. Box 7841  
Madison WI 53707-7841

Students with a disability under Section 504 of the Rehabilitation Act may also request a Section 504 due process hearing pursuant to School Board Policy 411.

At any time, students may also file a complaint with the U.S. Department of Education's Office for Civil Rights at the following address:

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

Copies of the complaint procedures shall be kept in each building office. Reference to policies and procedures for filing a complaint are included in student handbooks and sent home to all parents annually.

APPROVED: September 1985

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August 13, 2001  
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