

## **511 RULE – EMPLOYEE OR VOLUNTEER DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES**

If any employee or volunteer believes that he or she has been harassed or discriminated against, contrary to Policy 411, paragraph (2), he or she should follow these procedures:

- Step 1. The District will allow complainants the opportunity to resolve discrimination and harassment complaints on an informal basis, if the complainant asks to do so. Upon a complaint's request, the building principal (or if the building principal is the alleged harasser/discriminator, the complainant may contact the District Administrator directly.) The building principal will facilitate a meeting between the complainant and the alleged harasser/discriminator. If the parties resolve the matter, the building 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, the complainant must submit a written complaint to the Director of Human Resources. (If reporting to this person would not be appropriate under the circumstances, the complainant must submit a complaint directly to the District Administrator or his/her designee.) The Director of Human Resources (or another appropriate administrator) will send the complainant written acknowledgment of the complaint within **5** days after receiving the complaint. Complainants should send complaints to the following address:
- Director of Human Resources  
Wisconsin Rapids Public School District  
510 Peach Street  
Wisconsin Rapids WI 54494
- Step 3. The District will investigate harassment and discrimination complaints promptly, thoroughly, and impartially. The Director of Human Resources shall conduct the investigation or appoint an investigative team or independent consultant to do so. The Director of Human Resources will prepare a written report regarding the investigation, including a description of the District's conclusions and any action taken, within **45** days after the District receives the complaint. The Director of Human Resources shall send a copy of the report to the complainant, the alleged harasser, the District Administrator and the school board.
- Step 4. If either party is not satisfied with the results of the investigation report or the District'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.

At any time, complainants, volunteers/employees 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

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WISCONSIN RAPIDS PUBLIC SCHOOLS  
Wisconsin Rapids, Wisconsin

Chicago IL 60606-7204

Every employee will receive a copy of this policy upon their hiring. A copy of this policy will be kept in each building office and maintained on the District WebPage. Every employee will receive/review this policy on an annual basis through the District's in-service.

APPROVED: July 13, 1981

REVISED: March 8, 1993  
January 14, 2002  
January 8, 2007