

POLICY: JBA-R
Approved: April 24, 1995
Revised: January, 2002
Revised: October 18, 2010

STUDENT BULLYING/HARASSMENT COMPLAINT PROCEDURE

Students who believe they have been subjected to bullying/harassment by another student or an employee, applicant for employment, parent or other individual doing business or having any dealings with the District, or any parent/guardian who believes their child has been subjected to bullying/harassment should report the bullying/harassment. The report should be presented in writing to the principal or guidance counselor in the building where the alleged bullying/harassment occurred, or to the administrator or supervisor who is primarily responsible for the program where the alleged bullying/harassment occurred. If the student or parent/guardian is not comfortable making the complaint to one of the aforementioned individuals, the complaint should be submitted to the District Administrator.

In the event a complaint is made to a staff member, the staff member shall immediately report the complaint to the principal or District Administrator. All complaints of bullying/harassment should receive immediate attention and investigation, and should be reported to the District Administrator.

The District forbids retaliation against anyone who reports an incident of bullying/harassment or files a complaint of bullying/harassment.

COMPLAINT PROCEDURE

Any person who files a written complaint alleging bullying/harassment will receive a written acknowledgement within ten (10) working days that the complaint has been received. Each complaint will be thoroughly investigated within fifteen (15) working days after receipt, unless additional time is needed to conduct the investigation. The investigation shall be conducted by the building principal or another individual designated by the District Administrator. The investigation shall include conferring with the person(s) involved in the alleged bullying/harassment and shall include a written summary of the investigation.

If the investigation reveals that the complaint is valid, prompt action designed to curtail the bullying/harassment and to prevent its recurrence will be taken. If appropriate, the matter shall also be reported to the appropriate social service or law enforcement agency.

If the complaining party is dissatisfied with the decision of the investigating party, the matter may be appealed to the District Administrator, in writing. The District Administrator shall review the appeal and may, if appropriate, conduct a further investigation into the matter. The District Administrator shall render a decision with respect to the appeal within ten (10) working days following receipt of the appeal.

JBA-R – Student Bullying/Harassment Complaint Procedure

If the complainant is dissatisfied with the District Administrator's decision, the complainant may appeal the decision in writing within thirty (30) days following the District Administrator's decision to the Board of Education. The Board of Education will respond to the complainant within forty-five (45) working days. Further appeals may be made to the State Superintendent of Public Instruction.

Appeals under 20 U.S.C. §1415 and Wis. Stats. Ch. 115, relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a child with a disability shall be resolved through the procedure authorized by Wis. Stat. Ch. 115, Subch. V, and shall not be subject to these procedures. Complaints under 20 U.S.C. §1231(e)-3 and 34 C.F.R. §76.780-76.782, commonly referred to as EDGAR complaints, that the State or a sub-grantee is violating a Federal statute or regulation that applies to a program. Shall be referred directly to the State Superintendent of Public Instruction.

PRIVACY/CONFIDENTIALITY

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

NOTIFICATION

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees.

RECORDS & REPORTS

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

EDUCATION AND TRAINING

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior.

LEGAL REFERENCE: Sections 118.13, 947.013 Wis. Stats.
PI 9, Wis. Admin Code
Title IX, Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Title VI, Civil Rights Act of 1964
Americans with Disabilities Act of 1990

CROSS REFERENCE: JB, Equal Education Opportunities
JBA-E, Student Bullying/Harassment Report Form