

ANTI-HARASSMENT

The Board of Education recognizes that all employees and students must be allowed to work and learn in an environment that is free from all types of harassment. Harassment is defined as any unwanted, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contact, or solicitation of favors which is based upon one's protected class membership when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of the conduct by an individual is used as the basis for employment decisions affecting the individual; or
3. The conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or learning performance or creating an intimidating, hostile, or offensive working or learning environment.

Harassment based on protected class status (the person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental emotional or learning disability, or other status protected by federal or state law) is a form of discrimination and as such will not be tolerated by the School District of Brodhead. This policy applies to all off-site school-sponsored activities, such as school trips and extra-curricular events, as well as to all events and activities on school premises. Employees engaging in harassing comments or activities will be subject to disciplinary action up to and including dismissal. Students engaging in harassing comments or activities will be subject to disciplinary action consistent with the school discipline code up to and including suspension or expulsion.

The procedure to report and investigate complaints of harassment is as follows:

1. a. Employees may bring forward a complaint of harassment in writing to the Superintendent (see attached form) or to their immediate supervisor who will, in turn bring the complaint to the Superintendent. In the event the Superintendent is the subject of the complaint, the complaint should be filed with the Board President.

b. Students, parents or guardians may bring forward a complaint of harassment in writing to any teacher or administrator, who, in turn, will bring the complaint to the building principal. In the event the building principal is the accused harasser, complaints may be submitted to the Superintendent.
 2. The building principal or Superintendent will serve as the complaint officer, and will hear the complaint and make attempts to resolve the conflict informally if possible.
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3. If the complaint cannot be resolved informally, the complaint shall be presented to the complaint officer in writing, or orally to be put into writing. The complaint shall include the specific nature of the offensive behavior, date(s) of occurrence, name of alleged perpetrator(s), names of witness(es), and any informal strategies that have been used to try to stop the behavior. The complaint must be signed by the complainant or his/her parent/ guardian.
4. The complaint officer will thoroughly and promptly investigate the complaint, notify the person who has been accused of harassment with a copy of the complaint, permit a response to the allegation, and may arrange a private meeting to discuss the complaint with all concerned parties. The complaint officer may involve another administrator(s) in the investigation. Any complaint made by, or regarding, a minor will be reported to the parents or guardian of all involved minors.
5. The complaint officer will then take action to remedy the problem that matches the severity and harm of the harassment. A complete investigation report will be filed on each allegation of harassment by the complaint officer. This report will be made available to both parties involved.
6. If either party is not satisfied with the solution provided by the complaint officer, he/she may appeal the decision to the Superintendent of Schools and/or the Board of Education.
7. All steps in the process will be completely documented by the complaint officer and kept on file in the District Office.
8. All possible provisions will be made to keep complaints confidential, unless reporting is required under Wisconsin Statute 48.981 (Child Abuse) or other state or federal law.
9. Retaliation against individuals reporting incidences of alleged harassment will also be considered a form of harassment.

The School District shall not discriminate on the basis of the person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental emotional or learning disability.

LEGAL REF: WI. ST. 111.31, 111.32 (13), 111.36 (1) (b) and (br), 118.13, 947.013
Title IX, Title VII
PI 9.03 and 9.04 of the Wisconsin Administrative Code

Adopted: May 9, 2001
Last Revision: September 14, 2016
Last Review: September 14, 2016

HARASSMENT COMPLAINT FORM

Name _____ Date _____

Address _____
(Street) (City) (Zip)

Telephone _____
(Home) (School or work location)

Status of person filing complaint:

_____ Student _____ Employee
_____ Parent _____ Other: _____

Statement of complaint, including type of harassment charge and the specific incident(s) in which it occurred: (attach additional sheets if necessary)

Signature of complainant

Date complaint filed

Signature of person receiving complaint

Date Received

Submit the complaint form to the Superintendent or the immediate supervisor, or their respective secretaries. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be kept by the Superintendent.

Distribution: 1st copy Superintendent
 2nd copy School/department
 3rd copy Complainant