

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

411.1-Rule

HARASSMENT COMPLAINT PROCEDURES

The district encourages informal resolution of harassment complaints. The following complaint resolution procedure is available, however, to address allegations of violations of this policy in the School District of Iola-Scandinavia.

Step 1: Any student who believes he/she has been subjected to harassment by a student or employee should report the incident to the building principal or counselor, verbally or in writing. If a student is not comfortable with making a complaint to the principal or counselor, the complaint may be made to any teacher. The teacher shall report the complaint to the appropriate principal or counselor. (A parent/guardian may file a complaint with the building principal or counselor on behalf of his/her child.)

Any employee who believes he/she has been subjected to harassment by an employee or student should report the incident to his/her supervisor or the Equal Opportunity Coordinator.

The complaint should include the specific nature of the harassment, corresponding dates and the action the complainant is seeking. The person making the complaint will need to provide his/her name, address and telephone number. If the complaint is verbal, the person receiving the complaint shall make a written record and may request the complainant to sign such written account.

Step 2: The principal/counselor/supervisor/Equal Opportunity Coordinator shall thoroughly investigate the complaint, notify the person who has been accused of harassment, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the complaint, if deemed necessary. The principal/counselor/supervisor/Equal Opportunity Coordinator shall give a written response to the complaint within 15 working days after receipt of the complaint.

Step 3: If the complainant is not satisfied with the response of the principal/counselor/supervisor/Equal Opportunity Coordinator, he/she may submit a written appeal to the District Administrator indicating the nature of the disagreement. If the District Administrator is the alleged harasser, an appeal may be filed in accordance with step 4 below. The appeal must be filed within 20 working days after receipt of the principal's/counselor's/supervisor's/Equal Opportunity Coordinator's response.

The District Administrator shall give a written response to the complainant's appeal within 15 working days of the date the appeal is filed or 15 working days after the meeting, whichever is later.

Step 4: If the complainant is not satisfied with the response of the District Administrator, an appeal to the Board may be filed. The appeal must be filed within 10 working days of receipt of the District Administrator's response. The Board shall conduct a hearing at its next regular meeting or at a special meeting called for the purpose of hearing the appeal. The Board shall give a written response within 15 working days of the completion of the hearing.

APPROVED: July 12, 1993

REVISED: April 8, 2002
December 14, 2009