

training, or volunteer's refusal to submit to sexual advances will adversely affect that person's school performance, employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment, or career development. Nor shall any board member, employee, student, staff in training, applicant, or volunteer promise, imply, or grant any preferential treatment for engaging in sexual conduct.

Anyone who engages in harassment is subject to disciplinary action, up to and including termination, and referral to authorities for criminal prosecution.

Any employee, board of education member, staff in training, volunteer, or applicant who believes they are victims of harassment should report their concerns to the building principal or the designated harassment officer as identified in the complaint procedure. Complaints under this policy shall be filed in a timely manner.

It is the intent of the Medford Area Public School District to create an atmosphere where complaints will be treated fairly and quickly. If an individual is not comfortable with making a complaint to the designated harassment officer, the complaint may be filed with any other administrator. The administrator will report the complaint to the designated harassment officer unless the designated harassment officer is allegedly involved as a party to or the focus of the complaint, in which case it shall be reported to the district administrator or board of education president.

The right to confidentiality, of both the complainant and of the accused, will be respected consistent with the district's legal obligations, provided it does not interfere with the district's ability to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Retaliation against anyone reporting or thought to have reported harassment is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or complaint of harassment is substantiated. Encouraging others to retaliate also violates the policy.

Policy Dissemination

1. This policy and procedure will be made available to all employees on not less than an annual basis.
2. New employees will attend an inservice in which an understanding of harassment, the board of education policy and complaint procedures and importance of vigilance will be emphasized.
3. Information will be posted at each building advising employees, students and volunteers of the policy and the procedures for filing a complaint.

CROSS REFERENCE: JBA & Employee Handbooks

LEGAL REFERENCE: Title VI & VII of the Civil Rights Act of 1964, §111.32(13), 118.195, 118.20, 947.0125, 947.013 Wis. Stats., Title IX, Education Amendments of 1972, EEOC Guidelines (29 C.F.R. - Part 1604.11), Age Discrimination Act of 1975, & Americans with Disabilities Act of 1970

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 16, 1989	FILE SECTOR: PERSONNEL
DATE REVISED: November 16, 1995	POLICY TITLE: HARASSMENT IN THE
DATE REVISED: November 19, 1998	WORKPLACE
DATE REVISED: March 18, 2004	(COMPLAINT PROCEDURE)
DATE REVISED: January 23, 2006	
DATE REVISED: October 29, 2012	

The building principal is generally responsible for compliance with state and federal regulations concerning harassment in his/her building. However, if the complainant is uncomfortable reporting to any administrator noted in this policy, or if the administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to the district administrator or the board of education president. The term "days" when used in this policy shall mean calendar days, excluding Saturdays, Sundays, and legal holidays.

If the complainant goes to a board of education member instead of following the steps prescribed in this policy, the board of education member will immediately refer the matter to the board of education president, or, if the board of education president is allegedly involved as a party to or the focus of the complaint, to the district administrator or other administrator.

Step 1

Any complaint shall be presented in writing or orally to the building principal, or in the case of district office personnel, to designated harassment officer. Oral complaints will be handled informally. If the complaint is submitted in writing, it should include the specific nature of the harassment and corresponding dates and also include the name, address, and phone number of the complainant. The building principal or other administrator shall notify the designated harassment officer. However, if the complainant is uncomfortable reporting to any administrator noted in this policy, or if the administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to the district administrator or the board of education president.

Step 2

The building principal or other administrator shall fully investigate the complaint; notify the person who has been accused of harassment; develop a response to the allegation; and arrange a meeting within twenty (20) days after receipt of the written complaint to discuss the complaint with all concerned parties. The building principal or other administrator will file a copy of the complaint and response with the designated harassment officer within twenty (20) days after receipt of the written complaint.

Step 3

If the complainant is not satisfied with the answer of the building principal or other administrator, he or she may submit a written appeal to the designated harassment officer, indicating the areas of disagreement with the response and reason underlying such disagreement. Such appeal must be filed within twenty (20) days after receipt of the building principal's or other administrator's response. The designated harassment officer shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time, to discuss the appeal. The designated harassment officer shall give a written response to the complainant's appeal within thirty

(30) days after receipt of the notice of appeal. The designated harassment officer may exercise authority to discipline the employee, volunteer, staff in training, or applicant involved if he/she feels satisfied that the evidence as presented warrants the discipline. If the party involved is a board member, findings and recommendations shall be made to the full board of education.

Step 4

If the complainant or the designated harassment officer is not satisfied with the results of Step 3, he/she may file an appeal requesting a hearing with the district administrator within twenty (20) days after the decision in Step 3 has been rendered. If the district administrator is allegedly involved, party to, or the focus of the complaint, the appeal in Step 4 shall be filed with the president of the board of education or his/her designee.

Step 5

If the complainant or the district administrator wishes to pursue the matter further, either party may file an appeal requesting a hearing with the board of education within twenty (20) days after the decision in Step 4 has been rendered. The board of education will conduct a hearing about the matter and may take appropriate action in order to resolve any misconduct and/or the complaint.