

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

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STUDENT HARASSMENT AND BULLYING COMPLAINT PROCEDURES

- I. Any complaint regarding the interpretation or application of Policy 5517 – Student Harassment and Bullying shall be processed pursuant to the following complaint procedures. The timelines set forth below will be used unless all parties agree to an extension.
- II. Any student or parent who believes that the student has been harassed or bullied in violation of Policy 5517 shall report the complaint to the classroom teacher or activity supervisor for informal investigation and resolution. Informal reports of harassment or bullying may be made verbally or in writing. The report shall be investigated promptly. Any teacher who receives an informal complaint of harassment or bullying shall prepare a written report summarizing the complaint, the findings of the investigation, and any action taken to resolve the matter. This report shall be given to the principal. At any time during the process, or upon receiving the teacher's report, the principal may decide to further investigate the incident(s) or take additional action. The principal shall document any such investigation or action taken.
- III. If the issue is not resolved to the satisfaction of the student and/or the student's parent, the student and/or parent may appeal to the building principal for informal investigation and resolution. The principal shall document any appeals made by a student or parent challenging the teacher's findings or resolution. The principal shall also document any additional investigation, findings, or action taken.
- IV. If the student or parent is not satisfied with the outcome of the informal investigation, the student or parent may request a formal investigation by submitting a written complaint to the Director of Special Services. The complaint should include, at a minimum, the date(s) and the specific nature of the alleged bullying or harassment, the names of any witnesses, and the name, address, and phone number of the complainant.
- V. Upon receiving the complaint, the Director of Special Services shall acknowledge receipt of the complaint in writing within seven (7) school days and shall immediately begin investigating the complaint. The Director of Special Services shall review the facts alleged in the complaint with the building principal and/or other appropriate individuals. Within fifteen (15) school days after receiving the complaint, the Director of Special Services shall respond to the complainant in writing. The response shall include the findings of the investigation, the action that has or will be taken to resolve the complaint, if any, and a notice to the complainant of his or her right to appeal the determination to the Superintendent.
- VI. If the complainant is not satisfied with the decision of the Director of Special Services, within fifteen (15) calendar days of receiving the decision, the complainant may appeal the decision in writing to the Superintendent. The written appeal should include the original

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complaint, written response from the Director of Special Services, and a statement explaining why the complainant is not satisfied with the decision.

- VII. Upon receiving the written appeal, the Superintendent shall acknowledge receipt of the complaint in writing within seven (7) school days and shall immediately begin investigating the complaint. The Superintendent shall review the facts alleged in the complaint with the Director of Special Services and other appropriate individuals. Within fifteen (15) school days after receiving the complaint, the Superintendent shall respond to the complainant in writing. The response shall include the findings of the investigation, the action that has or will be taken to resolve the complaint, if any, and a notice to the complainant of his or her right to appeal the determination to the School Board.
- VIII. If the complainant is not satisfied with the decision of the Superintendent, within fifteen (15) calendar days of receiving the decision, the complainant may appeal the decision in writing to the School Board. The written appeal should include the original complaint, written responses from the Director of Special Services and Superintendent, and a statement explaining why the complainant is not satisfied with the decisions.
- IX. Within fifteen (15) school days of receiving the written appeal, the School Board shall hold a meeting to consider the appeal. The Board may invite the complainant, Superintendent, or other appropriate individuals to make a statement or offer additional information, as determined appropriate by the Board. Within ten (10) school days of the meeting, the Board shall respond in writing to the complainant, and a copy of the response shall be provided to the Superintendent. The response shall include a notice to the complainant of his or her right to appeal the decision to the State Superintendent.
- X. If the complainant is not satisfied with the Board's decision, the complainant may, within thirty (30) calendar days, appeal the decision in writing to the State Superintendent of Public Instruction.

Cross reference:
Board Policy 5517 – Student Harassment and Bullying

Approved: 8/18/04
Revised: 7/14/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us