



Harassment Rule: Summary

Steps to Resolve an Informal Complaint:

1. Informal Resolution
 - Contact the school principal or the District's nondiscrimination coordinator.
 - Reports may also be submitted via an online reporting tool.
2. Involvement of the Nondiscrimination Coordinator
 - If a complaint is made to the principal, they will involve the District's nondiscrimination coordinator in determining the response.
3. Clarify Intent & Issue
 - Clearly state that you seek an informal resolution before filing a formal complaint.
 - Specify if the concern involves a potential violation of laws or District policies.
4. Possible Informal Resolution Methods
 - Schedule meetings with relevant parties.
 - Arrange mediated communication with an administrator or neutral party.
 - Discuss and consider changes to relevant circumstances based on an initial assessment.
5. Third-Party Reports
 - If the report is made by an uninvolved witness, the District may attempt to contact the affected individual to discuss resolution options.

Steps for Filing a Formal Complaint:

1. File under Board Policy 413/513 or submit directly to the Special Education Director, who is the District's Nondiscrimination Coordinator.
 - Use the District complaint form (available online or at school offices).
2. Formal Processing & Investigation
 - A complaint may start orally, but it must be documented in writing before formal procedures begin.
 - The Compliance Officer may seek clarifications or additional details.
3. Initial Review
 - The Compliance Officer acknowledges receipt within 21 days.
 - If the complaint does not fall under this procedure, it may be redirected.
 - A complainant may request a review of dismissal within 10 days.
4. Investigation
 - Conducted by an unbiased investigator.
 - Both the complainant and the accused may provide information and evidence.
5. Determination & Outcome
 - A written decision is issued, stating whether the complaint was substantiated.
 - Remedies or disciplinary actions may be referred to District officials.
6. Reconsideration & Appeals
 - A complainant may request reconsideration within 10 days.
 - The District Administrator reviews and responds within 30 days.
 - If dissatisfied, an appeal can be made to the Department of Public Instruction (DPI) within 30 days.