

## 511.5 EMPLOYEE ANTI-HARASSMENT

The School District of Wisconsin Rapids prohibits all forms of harassment. Any person subject to the control and supervision of the District who engages in harassment, or retaliates against another person because of a harassment report or participation in an investigation, will be subject to immediate discipline, up to and including discharge. Persons subject to the control and supervision of the District include, but are not limited to, students, teachers, employees, administrators, and volunteers. In addition, the District will take appropriate action to address reported harassment of District employees by third parties, including vendors, and persons who participate in school activities or events authorized by the District.

Harassment consists of unwanted, abusive behavior of a physical, verbal, non-verbal or written nature, directed towards an individual or group of individuals based, in whole or in part, on age, race, color, creed, religion, genetic information, handicap or disability, marital or parental status, gender, sexual orientation, transgender status, gender identity, national origin, ancestry, citizenship, arrest record, conviction record, pregnancy, veteran status, military service, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or other protected group status, which substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Sexual harassment is a form of harassment and consists of unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. It includes conduct directed by a person at another person of the same or opposite gender.

### **Reporting/Complaint Procedure**

Any employee that believes he or she has been subjected to harassment prohibited by this policy is encouraged to promptly report the alleged harassment so that the District may address the conduct before it becomes severe, pervasive, or persistent. Administrators, teachers, staff, and all other school personnel who become aware of alleged harassment must immediately report the alleged incident(s). In addition, any other person who becomes aware of alleged harassment prohibited by this policy is encouraged to report it in accordance with the procedures outlined below.

The reporting party is encouraged to submit a written complaint using the District's form, available in the District office and from the principal of each building. Any oral complaint shall be reduced to writing by the person receiving the complaint. Any complaint concerning a violation of this policy shall be submitted to the Director of Human Resources at the following address:

Director of Human Resources\*  
Wisconsin Rapids School District  
510 Peach Street  
Wisconsin Rapids, WI 54494

*\*(Note that a staff directory is available on the WRPS webpage at [www.wrps.org](http://www.wrps.org) or by calling the District main office.)*

The Director of Human Resources is also designated as the District Title IX Coordinator as outlined in Policy 411.11. Complaints concerning sexual harassment will be processed in accordance with the procedures outlined in Policy 411.11.

If reporting to this person would not be appropriate under the circumstances, the reporting party may submit a report directly to the Superintendent at the following address:

Superintendent\*  
Wisconsin Rapids School District  
510 Peach Street  
Wisconsin Rapids, WI 54494

*\*(Note that a staff directory is available on the WRPS webpage at [www.wrps.org](http://www.wrps.org) or by calling the District main office.)*

The Director of Human Resources (or another appropriate administrator) will send the reporting party written acknowledgement of the complaint within forty-five (45) days after receipt of the complaint.

The District will allow complainants the opportunity to resolve harassment complaints on an informal basis, if the complainant requests to do so. Upon a complainant's request, the building principal (or if the building principal would not be appropriate under the circumstances, the complainant may contact the Superintendent directly) will facilitate a meeting between the complainant and the alleged harasser. If the parties resolve the matter, the building principal (or Superintendent) will prepare a written statement outlining the resolution. If the complainant is not satisfied with the outcome of the meeting, the District will proceed with its investigation of the complaint.

The District will investigate harassment complaints promptly, thoroughly, and impartially. The Director of Human Resources shall conduct the investigation or appoint a designee or outside consultant to do so. The Director of Human Resources will prepare a written report regarding the investigation, including a description of the District's conclusions and any action taken, within ninety (90) days after the District receives the complaint, unless additional time is necessary in order to conduct a complete investigation. However, additional time may be necessary depending on the nature of the allegations. The Director of Human Resources shall send a copy of the report to the complainant, the alleged harasser, and the Superintendent.

If either party is not satisfied with the results of the investigation report or the District's decision, he or she may appeal the decision to the Board of Education. To appeal the decision, a party must submit a written appeal to the Board within ten (10) days after the District sends the investigation report to the parties. The Board of Education will hold a private conference with the parties within thirty (30) days after the Board receives the written appeal. In response to the appeal, the Board will send a written decision to the parties and the Superintendent within ten (10) days after the private conference.

At any time, a complainant may also file a complaint with the U.S. Department of Education's Office for Civil Rights at the following address:

Chicago Office  
Office for Civil Rights  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544

Every employee will receive a copy of this policy upon hire. A copy of this policy will be kept in each building office and maintained on the District webpage. Every employee will receive/review this policy on an annual basis through the District's in-service.

LEGAL REF.: Wis. Stat. § 111.13  
Wis. Stat. § 118.195  
Wis. Stat. § 118.20  
20 U.S.C. § 1681 et seq., Title IX  
29 U.S.C. § 701 et seq., Rehabilitation Act 1973  
29 U.S.C. § 794  
29 C.F.R. Part 1635  
42 U.S.C. § 1983  
42 U.S.C. § 2000d et seq.  
42 U.S.C. § 2000e et seq.  
42 U.S.C. § 2000ff et seq., The Genetic Information Nondiscrimination Act  
42 U.S.C. § 12101 et seq.  
42 U.S.C. § 12112, Americans with Disabilities Act of 1990

CROSS REF.: 411.11 – Sexual Harassment and Non-Discrimination in District Programs, Activities,  
and Operations  
411.11 Rule (1) – Procedure for District Response to Alleged Sexual Harassment  
Under Title IX  
411.11 Rule (2) – Expectations for Employees to Report Discrimination and Harassment  
511 – Non-Discrimination and Equal Employment Opportunity  
511.5 Exhibit 1 – Employee Harassment Complaint Form  
Employee Handbooks

APPROVED: November 11, 1974

REVISED: January 14, 2002  
January 8, 2007  
February 11, 2008  
August 9, 2010  
August 10, 2015  
December 11, 2017  
January 11, 2021