

**POLICY: 511. DISCRIMINATION COMPLAINT POLICY**

The Arrowhead School District shall not discriminate in admission to any school, class, program, or activity, school-sponsored food service programs, standards and rules of behavior, including pupil harassment, disciplinary actions, including suspensions and expulsions, acceptance and administration of gifts, bequests, scholarships and other aids, benefits and services to pupils from private agencies, organizations, or persons, or facilities usage on the basis of sex, race, religion, national origin (including Limited English Proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

All staffing, hiring, promotion, and discipline of Arrowhead School District employees, including professional staff, support staff, and administrative staff, shall be done in compliance with the non-discriminatory objectives and purposes as set forth in this section, subject to reasonable non-discriminatory rules and restrictions as may be determined by the Arrowhead Administration and/or approved or directed by the Arrowhead Board of Education.

All use of school facilities by community groups shall be done in compliance with the non-discriminatory objectives and purposes as set forth in this section, subject to reasonable non-discriminatory rules and restrictions as may be determined by the Arrowhead Administration and/or approved or directed by the Arrowhead Board of Education.

The Arrowhead School District shall not discriminate in the methods, practices, and materials used for testing, evaluating, and counseling students on the basis of sex, race, religion, national origin (including Limited English Proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

**POLICY: 513. FAIR EMPLOYMENT POLICY**

The legislature finds that the practice of unfair discrimination in employment against properly qualified individuals by reason of their age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state or use or nonuse of lawful products off the employer's premises during nonworking hours substantially and adversely affects the general welfare of the District.

**POLICY: 514. SEXUAL AND OTHER FORMS OF HARASSMENT**

The superintendent of the Arrowhead Union High School District is designated as the Complaint Officer and is responsible for coordinating federal regulations, state statute, and District policy concerning harassment based on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, emotional or learning disability. Harassment complaints may be filed with the superintendent, the business manager, the building principals, or, in the case of student complaints, to a guidance counselor. Any person who believes he or she has been the victim of sexual or other harassment shall report the alleged acts immediately, and no later than 180 days after the alleged incident, to the person(s) designated by this policy. Complainants may be requested by the District to submit their complaint in writing using the report form available from the principal of each building or the superintendent, or other appropriate form.

Submission of a complaint or report of sexual or other harassment shall not affect the individual's future employment, work assignment, academic evaluation, or academic environment. If an individual believes that he or she has been retaliated against for bringing a complaint or providing information related to a complaint, the individual should report that to the District using the reporting procedure in this policy.

The School District shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations, and the necessity to investigate allegations of harassment and take disciplinary actions when the conduct has occurred.

The following steps should be taken in the course of handling any complaint about sexual or other harassment:

Step I: In the case of student complaints about harassment by other students, the District may first initiate an informal resolution process with a guidance counselor acting as a mediator. The guidance counselor shall meet separately with each individual involved in the complaint. If deemed appropriate by the guidance counselor, a group session between the parties involved in the complaint shall be held in an effort to resolve the complaint on an informal basis. The informal mediation shall involve parents whenever possible until resolution is achieved. This period is not to exceed thirty (30) days. When the guidance counselor resolves the complaint informally, no disciplinary action shall be taken. A confidential record of the proceedings to the extent authorized by statute in the informal procedure shall be maintained. At the informal stage, the hope is to sensitize those involved to the effects of such behavior and to be constructive. Should the mediation efforts described in this step fail to resolve the matter to complainant's satisfaction, complainant has the option of contacting the superintendent/principal to attempt further resolution under Step II.

Step II: The Complaint Officer or his/her designee shall acknowledge the complaint not later than 45 days after its receipt. The Complaint Officer or his/her designee shall thoroughly investigate the complaint, notify the person who has been accused of harassment, permit a response to the allegation, and, if appropriate, arrange a meeting to discuss the complaint with all concerned parties within a reasonable amount of time following the receipt of the complaint.

The results of the investigation of each complaint filed under these procedures shall be reported, in writing, to the complainant by the Complaint Officer or his/her designee within a reasonable amount of time after the receipt of the written complaint, but in no case later than 90 days from the date of the receipt of the written complaint, unless the

complainant agrees to an extension of time. Upon receipt of the report, the superintendent shall take such action as appropriate, based upon the results of the investigation. The complainant shall be advised of any action taken as a result of the complaint.

Step III: If the complainant is not satisfied with the answer, a complaint may be filed with the Board of Education within ten (10) working days after receipt of the Step II answer. The Board shall, within thirty (30) days, hold a private conference at which the complainant shall be given the opportunity to present the complaint. The Board shall give a written answer to the complainant within ten (10) days following completion of the conference. If the Board and complainant agree that, due to the complexity of a complaint or any other reasonable factor, it needs more time than set forth in this Step III to consider a complaint, more time shall be allotted for this process.

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Wisconsin Equal Rights Division or the State Superintendent of Public Schools, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

Any School District action taken pursuant to this policy shall be consistent with the requirements of any applicable collective bargaining agreements, Wisconsin Statutes, and School District policies. The School District shall take such disciplinary action as deemed necessary and appropriate, including warning, suspension, expulsion, or immediate discharge to end the sexual or other harassment and/or prevent its reoccurrence.

Complainants may also contact:

United States Department of Education  
Office for Civil Rights  
Regional Office V  
300 S. Wacker Drive  
Chicago, IL 60606 (312) 353-2520

State Superintendent of Public Instruction  
Department of Public Instruction  
P.O. Box 7841  
Madison, WI 53707-7841

**POLICY: 522. COURSE SELECTION APPEALS**

PLACEMENT AND APPEAL PROCESS

About the middle of May, placement decisions shall be communicated to parents via a letter sent by department chairs/coordinators.

If a student who applied for placement is denied placement, the parent shall be given the opportunity to contact the department chair/coordinator for further information regarding the placement decision.

If the parent is still dissatisfied with the school's decision, the department chair/coordinator shall forward the request to the building principal.

