

**Series 500                      Personnel**  
**Section 520                    General Personnel Policies**  
**Policy 529P                    Sexual Harassment Complaint Procedure**

The Kewaskum School District is committed to prohibiting sexual harassment in the work place.

1. Any complaint shall be presented in writing or orally to the District Administrator or Building Principal as an alternate. The following relevant facts should be listed in the complaint:

Who was involved  
What happened  
Where it happened  
When it happened  
Who was present  
What the accused saw or did  
What the complainant said or did

Also include the name, address and phone number of the complainant.

2. The District Administrator or alternate shall thoroughly investigate the complaint, notify the person who has been accused of discriminating/harassing, and permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the complaint, if deemed necessary. The investigator shall give a written response to the complainant within fifteen (15) working days after receipt of the complaint.
3. If the complainant is not satisfied with the answer of the investigator, he or she may submit a written appeal to the school board president indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the investigator's answer. The Board President shall arrange a hearing of the Board with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. Said meeting shall be scheduled within 20 working days. The Board shall give a written answer to the complainant's appeal within ten (10) working days following the completion of the hearing.

**Legal Reference:**

**Cross Reference: 529**

**Approved: 4/91**

**Revised: December 12, 1994**

**Reviewed: 2005**