



STUDENT SEXUAL HARASSMENT GUIDELINES

The Mineral Point School District does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including, discipline of offenders. It is the policy of the Mineral Point School District to maintain a learning environment free of any form of sexual harassment or intimidation toward and between students.

“Sexual harassment” means unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical conduct of a sexual nature” includes, but is not limited to, the deliberate repeated making of unsolicited gestures or comments or the deliberate, repeated display of offensive sexually graphic materials.

It is essential that staff and students have a clear understanding of behaviors that fall within the definition of “sexual harassment.” Sexual harassment is engaging in any type of sexually-oriented conduct that would unreasonably interfere with another’s ability to learn or function in the school environment. Examples of conduct which creates such interference are as follows:

- A. **Unwelcome or unwanted physical contact** such as, but not limited to, touching, patting, pinching, hugging, brushing against another’s body, pulling at another’s clothing, forcing another to a wall or corner through body position or movement etc.

- B. **Requests or demands for sexual favors.** This includes, but is not limited to, subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise, preferential treatment or negative consequence.

Policy 411.1–Rule Continued:

C. **Verbal abuse.** Examples of verbal abuse are commenting about an individual’s body or appearance where such comments go beyond mere courtesy, telling “dirty jokes” that are clearly unwanted and considered offensive by others, or any other tasteless, sexually-oriented comments, innuendoes or actions that offend others.

D. **Display of sexually graphic or explicit materials regardless of form** (i.e. photographs, drawings, posters, etc).

Retaliation

Individuals reporting incidents of sexual harassment will be protected from retaliation. Any individual who engages in retaliatory conduct against a complainant will be subject to discipline under this policy.

Policy Dissemination

1. Every student or student’s parent/guardian will receive a copy of the policy and administrative rules each year.
2. Discussion of sexual harassment will be included at an age appropriate level through the district’s developmental guidance program and in student orientation activities.
3. Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.
4. The policy and rules will be reviewed annual with employees.

Complaint Procedures

It is important for these procedures to respect and advance the rights of all parties, including the protection of personal privacy interests and the protection of the reputation of all concerned and involved parties. In order to ensure fair procedures and to protect these interests, all parties are encouraged to keep these matters confidential. All investigating and reviewing officers are charged with the responsibility to hold these matters in the strictest possible confidence in order to guard against the unnecessary or inadvertent disclosure of information relating to any pending charges or investigations.

Policy Rule 411.1-Rule Continued:

Students who believe they have been subjected to sexual harassment or any parents/guardians who believe their student has been subjected to sexual harassment should report the incident(s) to the building principal/designee. If an adult employee other than the principal receives the complaint, the employee shall forward complaints to the principal or other administrator for review and actions as necessary.

Formal complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving officer or designee. While time periods are established below for the completion of various actions, the reviewing office shall provide prompt written notices to concerned parties of the expected time period of completion of the required action when exceptional circumstances do not allow completion within the expected time period.

The following procedures will be used:

1. If informal discussions do not result in the initiation for formal complaint procedures, the offending parties may be asked to explain their conduct or behavior to the reviewing officer at the request of the complainant.
2. Formal complaints shall be presented in writing to the principal/designee. The complaint should include a specific statement of the alleged behavior, including (if possible) additional background details such as time, date, location, and circumstances of each alleged incident.
3. The principal/designee shall make an initial determination of the complaint which shall include investigating the complaint, notifying the person who has been accused of harassment, permitting a response to the allegation, arranging a meeting, and responding to the complaint. Since the district takes these complaints seriously, they will be subject to immediate review and investigation. Every effort will be made to complete this initial review within fifteen (15) calendar days after a complaint has been received. The principal/designee shall give a written report to the complainant after the completion of the initial review.
4. If any party is not satisfied with the report of the principal/designee, a written appeal may be submitted to the district administrator/designee indicating the nature of the disagreement. The appeal must be filed within twenty (20)

Policy 411.1-Rule Continued:

calendar days after the receipt of the principal/designee's answer. The superintendent of schools/designee shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal. The district administrator/designee shall provide a written response outlining the findings and disposition of the appeal within ten (10) working calendar days of the date the appeal is filed or ten (10) calendar days after the meeting, whichever is later.

5. If either party is not satisfied with the decision on the appeal, the party may file a request for formal review by the Board. The appeal must be filed within ten (10) calendar days of receipt of the prior decision. The Board shall conduct a hearing within thirty (30) calendar days of the request for formal review of the prior decision.
6. If either party is not satisfied with the decision of the Board, the party may pursue further review by filing a request with the State Superintendent of Public Instruction under the statutes, rules and procedures applicable to the Department of Public Instruction.

Adopted: July 1994

Revised: June 2001