

1 Policy 447.11

2 Blair-Taylor School District
3 **HARASSMENT INSTRUCTION FORM**

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5 It is the policy of the School District of Blair-Taylor that all of its students and employees be free
6 from religious, racial or sexual harassment. Charges of harassment are taken very seriously by
7 the District both because of the harm caused to the person harassed and because of the potential
8 sanctions that may be imposed against the harasser. Every effort will be made to protect the due
9 process rights of the victim and the alleged harasser. Complaint investigation procedures will be
10 uniform for all levels.

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12 **Instructions:** Use this form to report harassment so that the District may investigate and take
13 appropriate steps when the facts show that there has been harassment.

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15 Complete the form on the next page, providing as much detailed information as possible
16 so that the complaint may be properly investigated.

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18 It is important that you report the facts as accurately and completely as possible, and that
19 you cooperate fully with the person(s) designated to investigate the complaint.

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21 **Where to file:** Upon completion, this form should be returned to the building principal or guidance
22 counselor. If the complaint concerns someone in either of those offices, it should be filed with the
23 superintendent instead.

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25 **When to file:** The complaint should be filed within **60 days** from the date of the incident of
26 harassment.

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28 **Witnesses:** To conduct this investigation in a confidential manner, the District will disclose the
29 contents of your complaint only to those persons having a need to know of your complaint. In
30 signing the complaint form, you authorize the District to disclose as needed the information you
31 have provided, and may in the future provide, regarding your complaint.

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33 **NOTE**

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35 **RETALIATION AGAINST A PERSON WHO FILES A FORMAL CHARGE**
36
37 **OR A COMPLAINT FOR HARASSMENT IS PROHIBITED**
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39 **AND IS GROUNDS FOR DISCIPLINE, UP TO AND INCLUDING**
40
41 **TERMINATION AND EXPULSION.**

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44 **-INFORMATION PROVIDED WILL REMAIN AS CONFIDENTIAL AS POSSIBLE-**

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48 LEGAL REFERENCE: 120.13 WI STATS

49 First Reading: 8-20-07

Adopted: February 1991

Amended: 4-17-00

Amended: 8-27-07

Reviewed: 7-14-09

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55 Clerk: _____