Harassment Report Flow Chart

INFORMAL SCHOOL LEVEL – varies by district

- Tell the teacher in charge
  - Satisfied with response?
    - YES: Process is complete
    - NO:
      - Tell another adult
        - Satisfied with response?
          - YES: Process is complete
          - NO:
            - Fill out a harassment form
              - Satisfied with response?
                - YES: Process is complete
                - NO:

FORMAL SCHOOL LEVEL

- Write formal complaint to district designee. (see sample letter) Follow school handbook, and keep copies of everything.
  - School district has 45 days to acknowledge receipt and 90 days to make a decision.
    - Satisfied with response?
      - YES: Process is complete
      - NO:

FORMAL STATE LEVEL

- Appeal in writing to the Department of Public Instruction within 30 days of school’s decision. (see sample letter)
  - Satisfied with response?
    - YES: Process is complete
    - NO:
      - Goes to court