

## **Sexual Harassment Complaint Procedure**

Principals, immediate supervisors, and the superintendent have responsibility as appropriate for investigations concerning sexual harassment. To the extent possible, the investigator shall be a neutral party having had no direct involvement in the complaint presented. The assistant superintendent or superintendent may determine on a case by case basis that an outside (nonemployee) investigator will be used.

- Step I** Any verbal or written harassment information or complaint shall be presented to the building principal, immediate supervisor, assistant superintendent or superintendent. The complainant shall be encouraged to complete the Sexual Harassment Complaint Form. If the complainant does not wish to do so, the administrator or supervisor shall complete the form as documentation of the complaint. If a student or students are making the complaint, the administrator or supervisor shall contact the parents or guardians as soon as possible to inform them that a report has been made and record the contact on the Complaint Form. A copy of all Complaint Forms with investigation documentation shall be forwarded to the superintendent. Information or complaints against the superintendent shall be presented to the Board chair.
- Step II** The district official receiving the information or complaint shall promptly initiate an investigation, including arranging meetings as may be necessary to discuss the issue with all concerned parties. The district official shall be sensitive to the situation and complainant involved in determining whether a same gender adult should be used to gather some or all of the information for the complainant or witnesses. The district official conducting the investigation shall notify the complainant (and the complainant parents in the case of a student) in writing when the investigation is concluded.
- Step III** If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten (10) working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant.
- Step IV** If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within ten (10) working days after receipt of the Step III decision. The Board shall either at the next regularly scheduled Board meeting or at a special meeting conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within ten (10) working days following completion of the hearing.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the

student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X 915 2nd Ave., Room 3310 Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or participating in a practicum under OAR 584-015-0070 or 584-016-1075 when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the Teacher Standards and Practices Commission within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Services to Children and Families representatives as possible child abuse. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board chair.

**Sexual Harassment Complaint Form**

Name of Complainant: \_\_\_\_\_

Position of Complainant: \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Complainant Signature

Date

Note: Attach additional pages if more space is needed.

Received by: \_\_\_\_\_

Administrator/Supervisor

\_\_\_\_\_

Date

Parent Notified (if applicable): \_\_\_\_\_

\_\_\_\_\_

Date

**WITNESS DISCLOSURE FORM**

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony/Interview: \_\_\_\_\_

Description of Instance Witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

\_\_\_\_\_

Witness Signature

\_\_\_\_\_

Date

Received By: \_\_\_\_\_

Administrator/Supervisor

\_\_\_\_\_

Date