

Sexual Harassment

Any student who feels that he or she has been subjected to sexual harassment by another student, district staff member, parent or volunteer has an obligation to report the alleged harassment promptly. Students are encouraged to report the harassment within sixty (60) days of the occurrence of the alleged harassment to one of the following; teacher, counselor or building administrator, without fear of reprisal. Confidentiality, both for the complainant and the accused, will be maintained to the extent appropriate under the circumstances.

The student may consult with any one of the above identified staff members without filing a formal complaint. As a result of this informal conference, the consulted staff member will cause a building administrator to begin action to resolve the alleged harassment on an informal basis. That action will include investigating the allegations in order to determine whether the alleged conduct occurred and, if it occurred, whether it constitutes a violation of the district's policy against sexual harassment. In making such a determination, the administrator conducting the investigation shall consider the totality of the circumstances, the nature of the allegations and the context in which the alleged incidents occurred.

Informal remedies may include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complaining party or if the district believes the complaint needs to be more thoroughly investigated.

Formal complaints of sexual harassment must be in writing, though no special form need be used. The complaint must set forth the specific acts, conditions or circumstances alleged to constitute a violation of the district's policy against sexual harassment and be signed by the complaining party. Formal complaints should be directed to the district's Executive Director of Personnel Services, unless the complaint is against the director, in which case it should be directed to the superintendent. Upon receiving such a formal complaint, it shall be investigated by the Executive Director of Personnel Services (or superintendent when the director is the subject of the complaint) or his/her designee, and findings sent to the superintendent in a written report within thirty (30) calendar days following receipt of the formal complaint by the Executive Director of Personnel Services. The superintendent shall then provide a written decision to the complaining party and the party(ies) accused within (14) days of receipt of the written report from the Executive Director of Personnel. Any student not satisfied with the decision of the Superintendent may submit a written appeal to the district's board of directors within ten (10) days of the issuance of the superintendent's decision. The board of directors shall schedule and hold a hearing on or before the twentieth (20) day following receipt of any such appeal and shall render a written decision concerning the appeal on or before the tenth (10th) day following any such hearing.

To the extent appropriate under the circumstances, the district will protect the rights of all persons involved in this complaint process, including persons alleging sexual harassment, persons against whom sexual harassment allegations have been raised and witnesses. Students, volunteers, parents or personnel involved in this process shall not suffer restraint, interference, discrimination, coercion or reprisal on account of participation in the district's sexual harassment complaint procedures.