

### **Sexual Harassment Complaint Procedure**

Any staff member volunteer or parent who feels that he or she has been subjected to sexual harassment has an obligation to report the alleged harassment promptly. Staff members or applicants are encouraged to report the harassment within sixty (60) days of the occurrence of the alleged harassment to the executive director of Personnel Services; his/her supervisor, or the superintendent, without fear of reprisal. Confidentiality, both for the complainant and the accused, will be maintained to the extent appropriate under the circumstances.

The staff member, volunteer or parent may consult with any of the above identified administrators without filing a formal complaint. As a result of this informal conference, the designated administrator will 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 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. The executive director of Personnel Services may draft the complaint based on the report of the complainant, for the complainant to review and sign.

Upon receiving such a formal complaint, it shall be investigated by the executive director of Personnel Services (or superintendent when the executive director of Personnel Services 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 of the complaining party and the party(ies) accused within fourteen (14) days of receipt of the written report from the director of Personnel Services. That decision shall state: a) that the district does not have adequate evidence to conclude that harassment occurred; b) corrective actions that the district intends to take; and or c) that the investigation is incomplete to date and will be continuing. Any staff member 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 (20th) 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. Personnel, students, volunteers or parents 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.