

Prohibition Against Harassment

Resolving Grievances of Harassment:

To ensure fairness and consistency, the following review procedure is to be used with regard to problems covered pursuant to Policy 5014 – Prohibition against Harassment. No staff member's status with the district shall be adversely affected because the staff utilized these procedures, unless a false complaint is filed.

- A. The building principal, program manager, or designee shall investigate all written complaints of harassment.
- B. The allegations of harassment are expected to:
 - 1. be in writing;
 - 2. be signed by the complaining party;
 - 3. set forth specific acts, conditions, or circumstances alleged to be in violation of the district's obligation in regard to harassment; and
 - 4. be filed with the building principal, program manager, or designee as soon as possible, but no later than thirty (30) calendar days following the alleged harassment.
- C. Upon completion of the investigation, the building principal, program manager, or designee shall provide their supervisor with a full written report of the complaint and the results of the investigation, unless the matter is resolved to the satisfaction of the complaining party prior to the submission of a full written report.
- D. The supervisor shall respond in writing to the complaining party within thirty (30) calendar days following receipt of the written complaint.
- E. Any corrective measure deemed necessary shall be instituted as expeditiously as possible but in no event later than thirty (30) calendar days following the supervisor's mailing of a written response to the complaining party.
- F. In the event a complaint remains aggrieved as a result of the action or inaction of the supervisor, said complainant may appeal to the superintendent by filing a written notice of appeal with the superintendent on or before the tenth (10th) calendar day following:
 - 1. the date upon which the complainant received the supervisor's response, or;
 - 2. the expiration of the thirty (30) calendar day response period in Section D above, whichever occurs first.
- G. Upon receipt of an appeal, the superintendent shall schedule a hearing to commence on or before the twentieth (20th) calendar day following the written notice of appeal.
 - 1. Both parties shall be allowed to present such witnesses and testimony, as the superintendent deems relevant and material.
 - 2. The superintendent shall render a written decision on or before the tenth (10th) calendar day following the termination of the hearing and shall provide a copy to all parties involved.