

Sexual Harassment Complaint Procedure

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. The investigator shall be a neutral party having had no involvement in the complaint presented. The investigator may be a district employee or agent.

Step I Any sexual harassment complaint shall be promptly presented to the building principal, compliance officer or superintendent. All such oral complaints shall be reduced to writing by the one receiving the complaint. All complaints shall include the specific nature of the sexual harassment and corresponding dates, including the name of the offender and any known witnesses to the harassment. (Sexual Harassment Complaint Form)

Step II The district official receiving the complaint or designee shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the complaint with all concerned parties and potential witnesses within (7) working days after receipt of the complaint (Witness Disclosure Form). All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official conducting the investigation shall notify the complainant in writing when the investigation is concluded.

A copy of the notification letter, together with any other documentation related to the sexual harassment incident, will be forwarded to the superintendent.

Step III If the 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 (10) working days after receipt of the Step II decision. The superintendent or designee will arrange a meeting(s) 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 within (10) working days.

Step IV If the complainant is not satisfied with the superintendent's or designee's decision, a written appeal may be filed with the Board within (10) working days after receipt of the Step III decision. The Board shall, within (20) working days, 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 (10) working days following completion of the hearing.

Step V If the complaint is not satisfactorily settled, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industry; 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.

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, registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under OAR Chapter 584, Division 17 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 TSPC within 30 days of such a finding. Sexual contact with a student shall also be considered a reportable offense. Reports shall also be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, Community Human Services, as possible child abuse. In the event the superintendent is the subject of the investigation, reports, when required, shall be made the Board chairman.

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: _____

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.

Signature: _____

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.

Signature: _____

Date: _____