

SEXUAL HARASSMENT INVESTIGATION PROCEDURES

The District shall promptly investigate all allegations of harassment in a confidential and sensitive manner and shall take appropriate corrective action, when warranted.

A. Complaint Procedures

1. (a) An employee who feels they have been subject to harassment shall first report the concern to either their immediate supervisor or a member of the Harassment Committee. (All concerns will be confidential.) If the employee feels the contact person has not acted in a responsive manner or otherwise feels that the concern has not been adequately addressed, the employee may then request a meeting with the Superintendent of Schools. The Superintendent, or her designee(s), shall promptly meet with the complainant and may thereafter, in the Superintendent's discretion, conduct such investigation as may be deemed warranted.
2. (b) A student who feels they have been subject to any form of harassment shall first report the concern to a member of the Harassment Committee or the building principal. (All concerns shall be confidential.) If the student feels the contact person has not acted in a responsive manner or otherwise feels that the concern has not been adequately addressed, the student may then request a meeting with the Superintendent of Schools. The complainant and may thereafter, in the Superintendent's discretion, conduct such investigation as may be deemed warranted.
3. Upon receipt of a written complaint, the Superintendent shall (a) notify in writing the individual(s) charged in the complaint, which notification shall include a copy of the written complaint; and (b) cause to be conducted a prompt, thorough and impartial investigation into the allegations of the written complaint. Such investigation may, in the Superintendent's discretion, include a closed hearing at which the complainant and alleged harasser(s) shall be provided all required due process protections. Such investigation and hearing, if any, shall be concluded not later than thirty (30) school/working days following receipt of the written complaint.
4. If the alleged harasser(s) are found to be innocent of the charges contained in the complaint, the Superintendent shall provide appropriate verification of the destruction of the written complaint.

5. If the investigation reveals that there is a reasonable basis for concluding that the alleged harasser is guilty of harassment, the matter shall then become the subject of formal disciplinary action. Any and all such disciplinary action shall be taken in accordance with the requirements of the District's collective bargaining agreements, the student disciplinary code as well as all controlling statutes and regulations. In addition to any disciplinary action, appropriate entries shall be made in the employee's or student's personnel file, as the case may be.
6. Complaints of harassment from applicants for employment shall be referred directly to the Superintendent or her designee(s) who shall process such complaints in accordance with the above procedures. Written notice of these procedures shall be provided to all applicants and treated in a confidential manner.
7. If the school does not resolve the complaint in a satisfactory manner that satisfies the complainant, the complainant has the right to file a complaint with the Department of Education's Office of Civil Rights or to bring a lawsuit.

B. Notification to Employees and Students

The District's Harassment Policy and these Administrative Regulations shall be distributed to all staff and students above grade six and shall be included in District handbooks. Other informational material, which promotes the District policy against harassment and awareness of, and sensitivity to, this important issue shall be provided to employees. Students, K-6 will receive this information through the mandated child abuse program and health curricula.