

Personnel - Certified

Sexual Harassment - Regulation

It is the express policy of the Board of Education to encourage victims of sexual harassment to report such claims. Employees are encouraged to report complaints to their immediate supervisor, department head or the Assistant Superintendent or Superintendent of Schools. Complaints will be investigated promptly. Corrective action will be taken when it has been substantiated that sexual harassment has occurred.

Complaint Procedure

1. Any employee who makes a complaint of harassment to any of the personnel listed above will be provided with a copy of this regulation, made aware of his or her rights, and will be instructed how to make a written complaint. The employee will also be encouraged to inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.
2. As soon as an employee feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the appropriate school personnel.

The complaint should state the:

- a) Name of the complainant,
  - b) Date of the complaint,
  - c) Date of the alleged harassment,
  - d) Name or names of the harasser or harassers,
  - e) Location where such harassment occurred,
  - f) Detailed statement of the circumstances constituting the alleged harassment.
3. All complaints are to be forwarded immediately to the principal or assistant superintendent or superintendent for action.

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4. If possible, within five (5) working days of receipt of the complaint, the principal or designee or superintendent or designee handling the complaint shall commence a thorough, objective and complete investigation of the complaint in conjunction with the Title IX coordinator. The investigator should consult with all individuals reasonably believed to have relevant information, including the employee or student and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believe may exist. The investigations shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible. Throughout the entire investigative process, the due process rights of all parties will be upheld.
5. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser and, as appropriate, to all others directly concerned.

If after a through investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take all reasonable actions to ensure that the harassment ceases and will not recur.

**SEXUAL HARASSMENT FORMAL COMPLAINT FORM**

Name and position of complainant: \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Name of alleged sexual harasser: \_\_\_\_\_

Date and place of incident: \_\_\_\_\_

\_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the incident been reported before? \_\_\_\_\_

If yes, when? \_\_\_\_\_

To whom? \_\_\_\_\_

What was the resolution? \_\_\_\_\_

\_\_\_\_\_

Reasons for dissatisfaction: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_