SEXUAL HARASSMENT COMPLAINT PROCEDURES

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint procedure.

Step I  Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II  The district official receiving the information or complaint shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter and the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III  If a 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 such meetings 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 a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed 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 at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; 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. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

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 or participating in a practicum under OAR 584-015-0070 or 584-016-1075 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 Teacher Standards and Practices Commission within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Services to Children and Families representatives as possible child abuse. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board chair.
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: ________________________________________

Name of witnesses (if any): _________________________________________

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: ________________________________