

Blachly School District #90

Code: **JBA/GBN-AR**
Adopted: 2/2/94
Readopted: 4/15/09
Orig. Code(s): JBA-AR

Sexual Harassment

The following procedures shall be used for the reporting, investigating and resolving of all complaints of sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Anyone who believes he/she has been subjected to sexual harassment should immediately report the incident to the superintendent/principal. If the complaint involves the superintendent/principal, the complaint will be filed with the Board chair. The Board chair will follow the procedure in this policy as the superintendent/principal would have done. The superintendent/principal will investigate the complaint and respond to the complainant by scheduling a conference within five school days whereby a written response shall be issued. If this reply is not acceptable to the complainant he/she may file a formal complaint according to the steps listed below.

- STEP 1 When a formal complaint is filed, a conference will be held with the complainant within five school days. A written response will be given to the complainant within 10 school days following the conference.
- STEP 2 If the complainant is not satisfied with the decision of the superintendent/principal he/she may submit a written appeal to the superintendent. The superintendent shall meet with all parties involved to discuss the complaint and will respond, in writing to the complaint within 10 school days.
- STEP 3 If the complainant is not satisfied with the above decision, he/she may submit a written appeal to the Board. This appeal should be filed within five school days of receipt of the superintendent's decision.

The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complaint, in writing, within 10 school days.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made 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 or 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 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 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: _____