

## **Sexual Harassment Complaint Procedures**

Building administrators, the compliance officer, and the superintendent have responsibility for investigations concerning sexual harassment. The investigator will be a district employee with no involvement in the actions that are the subject of the complaint. The superintendent may recommend the use of an outside (non-staff member) investigator.

- Step 1 Any sexual harassment complaint shall be presented to the building administrator, compliance officer, or superintendent. All such complaints shall be recorded in writing and will include the specific nature of the sexual harassment, the specific nature of any violence or threat of violence, and corresponding dates.
- Step 2 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 within 10 school days after receipt of the complaint. All findings of the investigation, including the response of the alleged harasser, shall be recorded in 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, the nature of any violence or threat of violence, will be forwarded to the superintendent.
- Step 3 If the complainant is not satisfied with the decision at Step 2, 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 2 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 4 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 3 decision. In an attempt to resolve the complaint, the Board shall meet with the concerned parties at a regular Board meeting in Executive Session. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

### **Time**

The number of days given at each level shall be regarded as a maximum and every effort will be made to expedite the process, unless extenuating circumstances require the superintendent to extend the length of the investigation.

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 Second Avenue, Room 3310, Seattle, Washington, 98174-1099. Additional information regarding filing of a complaint may be obtained through the 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. Sexual contact with a student shall also be considered a reportable offense. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Human Resources Director.

**Corvallis School District**  
**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 \_\_\_\_\_

**Corvallis School District  
WITNESS DISCLOSURE FORM**

Name of Witness \_\_\_\_\_

Position of Witness \_\_\_\_\_

Date of Testimony/Interview \_\_\_\_\_

Description of Instance Witnessed \_\_\_\_\_

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Any Other Information \_\_\_\_\_

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I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_