

## Harassment Complaint Procedure

Building principals and the superintendent have responsibility for investigations concerning harassment, hazing, intimidation, bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be investigated in accordance with the following procedures:

- Step I Any harassment information (complaints, rumors, etc.) shall be presented to the building principal, supervisor or superintendent. Complaints against the building principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step II The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of my complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- A copy of the notification letter or the date and details of notification to tile complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.
- Step III If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal much 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's appeal within 10 working days.
- Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with 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 complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all 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.

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

# Harassment Reporting Form

Complaint is against: \_\_\_\_\_

Name of complainant: \_\_\_\_\_

Nature of incident:

age

marital status

racial

sexual

disability

national origin

religious

other

Date of incident: \_\_\_\_\_

Time: \_\_\_\_\_

Teacher/Supervisor, if applicable: \_\_\_\_\_

Building: \_\_\_\_\_

Specific Location: \_\_\_\_\_

Please list witnesses: \_\_\_\_\_

When was the incident reported? \_\_\_\_\_

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

Was there an immediate report to the principal/administrator?  Yes

No

Was the written report filed within 24 hours?  Yes

No

If not, why? \_\_\_\_\_

\_\_\_\_\_

Please describe fully: What happened, how, and to whom

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will similar incidents be prevented in the future?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is a previous incident of the victim a contributing factor?  Yes

No

Please Explain:

\_\_\_\_\_

\_\_\_\_\_

If a student, has the parent been notified?  Yes  No If yes, when? \_\_\_\_\_

NAME: \_\_\_\_\_

(Please print)

Title

Date

PRINCIPAL or DESIGNEE's SIGNATURE: \_\_\_\_\_



What corrective action (discipline) was taken or is planned? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date the initial report was received by the Superintendent: \_\_\_\_\_

Date written report was received from investigator  
(within 10 working days of incident): \_\_\_\_\_