

## **Sexual Harassment Complaint Procedure**

Building principals and the superintendent have the responsibility for investigations concerning incidents of harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

- Step 1 Any harassment information (complaints, rumors, etc.) shall be presented to the building principal or district office administrator. All such information shall be reduced to writing and will include the specific nature of the harassment and corresponding dates.
- Step 2 The administrator receiving the information or complaint shall promptly initiate an investigation. He/She will (within ten working days) arrange such meetings as may be necessary to discuss the issue with all concerned parties. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The parties will have an opportunity to submit evidence and a list of witnesses. The investigating administrator will, within ten working days, prepare a written decision regarding the complaint. The decision will include any disciplinary actions or recommendation related to the incident. The investigating administrator shall notify the complainant when the investigation is concluded.
- Step 3 If a 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 ten 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 ten working days of such meetings.
- Step 4 If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within ten working days after receipt of the Step 3 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 ten working days following completion of the hearing.

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. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

All documentation related to harassment complaints may become part of the employee's personnel file as appropriate. Additionally, a copy of all 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, 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.

**Hood River County School District  
PERSONAL RIGHTS COMPLAINT FORM**

Name of Complainant: \_\_\_\_\_

Date: \_\_\_\_\_ Position of Complainant: \_\_\_\_\_

Name of Alleged Harasser: \_\_\_\_\_

Date and place of incident(s): \_\_\_\_\_

Description of Misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of Witnesses, if any: \_\_\_\_\_

Evidence of 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: \_\_\_\_\_

**Hood River County School District  
WITNESS DISCLOSURE FORM**

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

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

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

Any other information: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_