

Sexual Harassment Investigation and Complaint Procedures

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 presented.

- Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the 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 2 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 shall be forwarded to the superintendent.

- 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 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 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 10 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 10 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.

Reporting Requirements

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 Oregon Administrative Rule (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 the TSPC within 30 days of such finding. Reports of sexual contact with a student shall be given to a representative of 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 to the board chairman.

Record Keeping Requirements

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. All documentation related to sexual harassment complaints will be maintained as a confidential file and stored in the district office.

Harassment Complaint Form

Name of Complainant: _____

Position of Complainant: _____

Date of Complaint: _____

Name of Alleged Harasser: _____

Date and Location of Incident(s): _____

Description of misconduct: _____

Name of Witnesses (if any): _____

Evidence of harassment (i.e. letters, photos, etc - attach 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.

Complainant's Signature

Date

Harassment Tracking Instrument

Date of Incident: _____ School or Department: _____

Complainant: _____

Describe Incident: _____

Date Investigation Completed: _____ Disposition: _____

Send one copy of this form to the superintendent of schools and retain one copy at the site. Make certain that policies and procedures were followed. Also attach all pertinent data. All documentation related to the harassment complaint will be maintained as a confidential file and stored in the district office.

Witness Disclosure Form

Name of Witness: _____

Position of Witness: _____

Date of testimony/interview: _____

Description of instance witnessed: _____

Any other pertinent information: _____

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

Signature

Date