

## **Sexual Harrassment of Students**

The following procedures shall be used for the reporting, investigating and resolving of complaints of student sexual harassment.

Any student who believes he/she has been subjected to sexual harassment should immediately report the incident to the building principal. If the complaint the student is filing involves the building principal, the complaint will be filed with the superintendent. The superintendent will follow the procedure in this policy as the building principal would have done. The building principal will investigate the complaint and respond to the complainant by scheduling a conference within five (5) 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 (5) school days. A written response will be given to the complainant within ten (10) school days following the conference.
- STEP 2. If the complainant is not satisfied with the decision of the building 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 ten (10) school days.
- STEP 3. If the complainant is not satisfied with the decision of the superintendent, he/she may submit a written appeal to the Board. This appeal should be filed within five (5) 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 ten (10) school days.

- STEP 4. If the complaint is not satisfactorily settled, an appeal 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.

Changes to the above procedure may be made if an administrator is named in the complaint.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of sexual harassment.

