

Sexual Harassment Complaint Procedure

Complaint Procedure

An employee or student who is subject to, or knows of sexual harassment shall notify the building principal, district compliance officer or superintendent. The district compliance officer may request that the employee or student complete the Sexual Harassment Complaint Form and turn over any evidence of the sexual harassment. Information received during the investigation shall be kept confidential to the extent possible.

A sexual harassment investigation may be initiated in the absence of a written complaint.

Investigations into sexual harassment must be completed within 15 working days of the report of the sexual harassment unless there are extenuating circumstances necessitating a longer investigation.

Investigation Procedure

The compliance officer shall promptly commence the investigation upon receipt of the complaint. The compliance officer and building principal shall interview the complainant, the alleged harasser, and any other such persons as may be deemed necessary. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint.

Upon completion of the investigation, the compliance officer shall submit the findings of the investigation in writing to the superintendent, including other such documentation as may have been gathered during the course of the investigation.

Resolution of the Complaint

The superintendent will complete the next step in the investigation promptly upon receipt of the report. Following the report, the superintendent may further investigate, if deemed necessary, and make a determination of the appropriate disciplinary action.

Prior to the determination of the appropriate disciplinary action, the superintendent may, at his/her discretion, interview the complainant, the alleged harasser, and such other persons as may be deemed necessary. The superintendent shall file a written report closing the case within 15 working days of receipt of the compliance officer's report unless there are extenuating circumstances necessitating a longer investigation. The complainant, the alleged harasser, and the compliance officer shall be notified when the investigation is concluded.

If the complaint is not satisfactorily settled, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industry; the student may

appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Avenue, Room 3310, Seattle, WA 98174-1099.

Reporting Requirements

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 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 to the Board chair.

Record-keeping Requirements

All documentation related to sexual harassment complaints will be maintained as a confidential file and stored in the district office.

**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 information on this form is accurate and true to the best of my knowledge.

Signature _____ Date _____

Witness Disclosure Form

Name of witness _____

Position of witness _____ Date of testimony/interview _____

Description of instance witnessed _____

Any other information _____

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

Signature

Date

**Sexual Harassment
Tracking Instrument**

1. Date of incident _____
Month Day Year

2. School or department _____

3. Describe incident _____

4. 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 sexual harassment complaints will be maintained as a confidential file and stored in the district office.