

Policies of the Board of Education

Section E Personnel

EMPLOYEE HARASSMENT COMPLAINT PROCEDURE

500.255 Rule

Any employee who believes that he or she has been a victim of harassment of any kind by a student, volunteer or an employee of this district shall report the conduct immediately to the District Administrator or directly to the School Board if the District Administrator is involved in the alleged harassment. Any third person with knowledge or belief of conduct which may constitute harassment of any kind shall report the conduct immediately to the administration.

Step 1: Any complaint shall be presented in writing or orally to the District Administrator within one year of the alleged harassment. If complaint is submitted in writing, it should include the specific nature of the harassment and corresponding dates and also include the name, address, and phone number of the complainant. If the complaint is towards the Administrator, the document should be given to the Board of Education President. Oral complaints will be documented in writing within 24 hours by the District Administrator or Board President if applicable.

Step 2: The District Administrator/Board President shall thoroughly investigate the complaint, notify the person who has been accused of harassment, and permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within a timely manner after receipt of the written complaint, if deemed necessary. The District Administrator/Board President shall give a written answer to the complainant within fifteen working days after completing their investigation.

Step 3: If the complainant is not satisfied with the answer of the District Administrator/Board President, he or she may submit a written appeal to the School Board indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within fifteen working days after receipt of the District Administrator/Board President's answer. The School Board shall arrange a hearing with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The School Board shall give a written answer to the complainant's appeal within fifteen working days after the hearing.