

Policies of the Board of Education

Section E Personnel

500.25 Rule

SEXUAL HARASSMENT EMPLOYEE COMPLAINT PROCEDURE

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

Step 1: Any complaint shall be presented in writing or orally to the District Administrator. 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. Oral complaints will be documented in writing within 24 hours by the District Administrator. If the complaint is towards the Administrator, the document should be given to the Board of Education President.

Step 2: The District Administrator/designee 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 ten working days after receipt of the written complaint, if deemed necessary. The District Administrator/Designee shall give a written answer to the complainant within ten working days after receipt of the written complaint.

Step 3: If the complainant is not satisfied with the answer of the District Administrator/designee, 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 ten working days after receipt of the District Administrator/designee'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 ten working days after the hearing.

Nothing in this procedure shall preclude an employee from pursuing a sexual harassment complaint with the appropriate governmental agency.

1st Board Reading – Dec. 18, 2006

2nd board Reading – Jan. 23, 2007