

## HARASSMENT COMPLAINT PROCEDURES

## 512, RULE 1

If any person believes that he/she has been harassed or has knowledge that a harassment policy violation has occurred, he/she may bring forward a complaint in accordance with the informal and/or formal procedure outlined below. The Board of Education encourages the informal resolution of harassment complaints to the extent possible.

### INFORMAL PROCEDURE

Any person who believes he/she has a valid basis for a harassment complaint may discuss the concern with the building principal. The principal will investigate the complaint and attempt to resolve the matter as appropriate to the situation. If the complainant is not satisfied with the principal's response and/or action, he/she may initiate a formal complaint according to the procedure listed below.

### FORMAL PROCEDURE

*Step 1:* A written statement regarding the harassment complaint shall be prepared by the complainant and signed. This complaint shall be presented to the high school principal, who serves as district Equity Coordinator, or to the elementary principal as an alternative. It shall be the responsibility of the Equity Coordinator to see that the complaint is promptly and thoroughly investigated. If the Equity Coordinator is the subject of the complaint, the complaint shall be referred to the District Administrator for investigation and action.

Upon completion of the investigation, the Equity Coordinator/designee shall be consistent with legal requirements and established Board policies. The Equity Coordinator/designee shall inform the complainant, in writing, of his/her determination regarding the complaint within ten (10) school/business days.

*Step 2:* If the complainant wishes to appeal the determination made in *Step 1*, he/she may submit a signed statement of appeal to the District Administrator within ten (10) school/business days after receipt of the Equity Coordinator's response to the complaint. (If the complaint was handled by the District Administrator in *Step 1*, the appeal shall go to the Board as outlined in *Step 3*.) The District Administrator shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant within ten (10) school/business days.

*Step 3:* If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board within ten (10) school/business days of his/her receipt of the District Administrator's response. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives at a special Board meeting held within fifteen (15) school/business days of the receipt of such appeal. A copy of the Board's disposition of the appeal shall be sent by the District Clerk to each concerned party within ten (10) school/business days of this meeting.

*Step 4:* If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the appropriate governmental agency as applicable to the type of harassment complaint (e.g., State Superintendent of Public Instruction, Equal Rights Division of the Department of Workforce Development, U.S. Office of Civil Rights) and/or the court having proper jurisdiction.

#### DISSEMINATION OF HARASSMENT COMPLAINT PROCEDURES

The adopted harassment complaint procedures shall be disseminated to students and employees annually to inform them about the process by which they can make a harassment complaint. The information shall be published in student and staff handbooks, or disseminated through other appropriate means determined by the building principal.

The Equity Coordinator/designee shall keep records of all formal harassment complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

*Approved: 3/17/08*

*Revised: 8/16/10*