

## Sexual Harassment Complaint Procedure

Site administrators, the chief human resource officer and the superintendent have responsibility for investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

- Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the site administrator. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates. Complaints against the superintendent shall be presented to the Board chair to take to the full board.
- Step 2 The district official (contacted in Step 1) receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged sexual harasser, shall be reduced to writing.

The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

- Step 3 If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the chief human resource officer. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The chief human resource officer will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The chief human resource officer shall provide a written decision to the complainant within 10 working days.
- Step 4 If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services 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, Washington 98174-1099. Additional information regarding filing of a complaint may be obtained through the site administrator, the chief human resource officer, the superintendent or a designee.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent or designee shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, 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 TSPC within 30 days of such a finding. Reports of abuse of a child shall be given to a representative from law enforcement or Oregon Department of Human Services, Community Human Services. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board chair.