

Complaint Procedures

1. If any employee or student believes that comments, gestures, or actions from any other employee or student meet the definition of sexual harassment, the individual should report the alleged act to his or her principal or immediate supervisor within sixty (60) calendar days of the complainant having reasonable knowledge of the act(s) upon which the complaint is based. Likewise, any individual who has a claim of sexual harassment to file against a principal or supervisor shall contact the Office of Human Resources within sixty (60) calendar days of the complainant having reasonable knowledge of the act(s) upon which the complaint is based.
2. The principal, immediate supervisor or Office of Human Resources will promptly investigate any complaints of sexual harassment using the following guidelines:
 - a. When a complaint is made, the official conducting the investigation will be objective, sensitive and respectful to the person making the complaint. The official will obtain the names of all witnesses and information about surrounding circumstances which might help resolve any questions of fact. The investigating official shall maintain confidentiality and stress to all parties involved the importance of confidentiality regarding the complaint.
 - b. The official will immediately interview the person accused of the sexual harassment, as well as any witnesses. If possible, he/she will also obtain written statements from these individuals.
 - c. The official will keep a written log of the investigation.
 - d. Throughout the investigation, the official will stress that not only is the Board committed to maintaining a learning and working environment free of sexual harassment, but it is also committed to protecting innocent individuals from false accusations.
 - e. The official will promptly make a determination whether the alleged conduct occurred and whether it constituted sexual harassment. The decision of the official may be appealed to the Superintendent, provided that such appeal is filed with the Superintendent's office within thirty (30) days from the date of the official's decision. Subsequent appeals from the decision of the Superintendent may be made in accordance with applicable law.
3. Any employee or student who is found to be responsible for sexual harassment will be subject to disciplinary action.
4. Confidentiality will be maintained throughout the complaint process in order to protect the employee or student who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any employee or student wrongfully charged with sexual harassment.
5. No employee or student will suffer reprisals for reporting any incidents of sexual harassment or for participating in any investigation.
6. Any employee or student who retaliates in response to a report of sexual harassment shall be subject to disciplinary action.
7. Any employee or student who knowingly files a false complaint of sexual harassment, or who knowingly provides false information or intentionally misleads the officials investigating a complaint of sexual harassment shall be subject to disciplinary action up to and including discharge for employees and suspension for students.