

Title: Harassment Complaint Procedure

COMPLAINT PROCEDURE

An employee or student who believes that they have been harassed will notify the Harassment Complaint Officer. The appointed complaint officer is the Chief of Student and family Services, Tim Hamilton. The alternate complaint officer is the Director of Compliance, Julie Foster. The complaint officer may request that the employee or student turn over evidence of the harassment, including, but not limited to, social media, email, direct messages, letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent reasonably possible.

The complaint officer, with the approval of the Superintendent, or the Superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The complaint officer will reasonably and promptly commence the investigation upon receipt of the complaint. The complaint officer will interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The complaint officer may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the complaint officer will report to the Superintendent. The complaint officer will outline the findings of the investigation to the Superintendent.

RESOLUTION OF THE COMPLAINT

The Superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the complaint officer's report. Following the complaint officer's report, the Superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step which, for employees, may include discipline up to and including discharge.

Prior to the determination of the appropriate remedial action, the Superintendent may, at the Superintendent's discretion, interview the complainant and the alleged harasser. The Superintendent, or designee will file a written report closing the case. The complainant, the

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alleged harasser and the complaint officer will receive notice as to the conclusion of the investigation.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential to the extent reasonably possible.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including discharge.

CONFLICTS

If the complaint officer is the alleged harasser or a witness to the incident, the complaint should be filed with the alternate complaint officer.

If the alleged harasser is the Superintendent, the alternate complaint officer will take the Superintendent's place in the investigation process. The alternate complaint officer will report the findings to the Board.

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