

EMPLOYEE STANDARDS OF CONDUCT
SEXUAL HARASSMENT/SEXUAL ABUSE

DIA
(REGULATION)

The following are guidelines for the reporting and conducting of an investigation of a complaint pertaining to sexual harassment.

Initial Report

Any District employee who receives a complaint of sexual harassment shall immediately report the alleged act to the building principal or appropriate administrator of the facility in which said act is alleged to have occurred. The building principal or appropriate administrator of any facility shall be responsible upon receipt of any such report to immediately report the same to the Title IX Coordinator and Superintendent.

Depending on the allegation, District employees may additionally be required to report the complaint to third-part agents, law enforcement of other stage agencies. Should the employee have questions pertaining to the obligation to make said report, then he/she should consult with his/her immediate supervisor or District officials.

Written Complaint

The building principal or other person receiving the complaint should attempt to have the same reduced to writing within 24 hours of the initial report. In the event that the complaint is against an employee of the District, then the complaint may be on form *Sexual Harassment Report Form*, DIA (EXHIBIT)A. In the event that the complaint is against a student, the complaint may also be made on DIA (EXHIBIT)A and/or the District's *Disciplinary Action Report* form. Copies of any complaint, whether involving employee-to-employee or employee-to-student conduct, shall immediately be forwarded to the Title IX Coordinator and Superintendent.

Use of formal reporting forms is not mandatory.

Investigations:
Complaints Against
an Employee

By authority of the District, the Title IX Coordinator, upon receipt of a complaint against an employee of the District, shall immediately authorize an investigation. The investigation may be conducted by District officials or by a third party designated by the District.

To the extent possible, all the investigations shall be completed within 30 calendar days of receipt of the complaint. If a third party does the investigation, a copy of the investigation shall be given to the Title IX Coordinator and Superintendent. To the extent allowed by law, written notification of the outcome of the investigation shall be given to both the complainant and the accused. If the complaint involves a student, a copy of the final report of the investigation will be given to the parents of the student.

Notification of the outcome of the investigation of an employee shall be in writing and shall include the following statement:

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“If you are not satisfied with the District’s initial response to the complaint, you may appeal to the Superintendent or designee. The Superintendent or designee will hold a conference with you and attempt to resolve the situation. If you still feel that the problem has not been resolved, please be advised that you may have this matter placed on the agenda of a meeting of the Ector County Independent School District Board of Trustees for their consideration.”

Grievance Procedures

Nothing in this regulation is intended to diminish or otherwise impair any grievance procedures in grievance policy or procedures that a person may be entitled to under the policies and regulations of the District.