

Sexual Harassment

COMPLAINT PROCESS: Individuals who believe they have been subjected to sexual harassment are to report the incident to the principal or other professional staff member.

I. REPORTING ALLEGED HARASSMENT TO THE PRINCIPAL

A. Student Complainant: A student who believes he/she has been subjected to sexual harassment should meet with the principal or the principal's designee to report the alleged harassment. The purpose of such a meeting will be to discuss the allegations and remedial steps available. The complainant will provide the following information:

1. The date of alleged harassment,
2. The name(s) of alleged harasser(s),
3. The location where the alleged harassment occurred,
4. A detailed statement of the circumstances constituting the alleged harassment, and
5. The names of potential witnesses of the alleged harassment or individuals who might have relevant information regarding the alleged harassment.

B. Staff Member Complainant: A staff member who believes he/she has been subjected to sexual harassment by a student should report the alleged harassment to the principal or the principal's designee. The initial complaint may be made orally but must be committed to writing before the principal begins his/her investigation of the complaint. The content of the written complaint shall be the same as in Section A above.

C. Staff Reports: If a staff member receives a complaint concerning sexual harassment under this policy or observes conduct which he or she believes may constitute sexual harassment under this policy shall report such complaint or incident to the principal or the principal's designee.

II. INVESTIGATION OF COMPLAINT

- A.** The building principal or the principal's designee shall report all incidents of alleged harassment to the district Title IX officer, the Assistant Superintendent for Personnel.
- B.** The district Title IX officer will coordinate an investigation of the complaint, said investigation to commence within five school days of the receipt of the student complaint or the complaint of the staff member. Whenever possible, an investigation shall be completed within five school days of the initiation of the investigation.

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II. INVESTIGATION OF COMPLAINT (continued)

C. The investigation shall include a meeting with the alleged harasser to discuss the allegation.

D. The investigation shall include consultation with other individuals reasonably believed to have relevant information, including, but not limited to, any witnesses to the conduct of victims of similar conduct that the principal believes may exist.

E. The results of the investigation will be shared with the complainant and the alleged harasser, including what disciplinary action, if any, has been taken.

III. DISCIPLINARY ACTION: If the investigation determines that harassment did occur, disciplinary action shall be taken against the harasser consistent with Board policy, applicable laws, and any relevant labor contract.

A. Student: If a student is found to have engaged in sexual harassment, he/she shall be ordered to cease all such harassment and shall be subject to discipline up to and including, but not limited to, suspension or expulsion.

B. Staff Member: If a staff member is found to have engaged in the sexual harassment of a student(s), he/she shall be subject to immediate disciplinary action, up to and including, but not limited to, discharge from employment or referral to legal authorities for prosecution.

IV. APPEAL OF THE DECISION

A. Time Limitations for Filing: If the complainant is not satisfied with the findings and/or decision of the investigation, he/she may appeal the decision to the superintendent of schools. The appeal must be received by the superintendent within 30 calendar days of the complainant receiving the principal's written notification of the resolution of the formal complaint.

B. Content of the Appeal: The written appeal must include the following information:

1. The date of alleged harassment,
2. The name(s) of alleged harasser(s),
3. The location where alleged harassment occurred,
4. A detailed statement of the circumstances constituting the alleged harassment,

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IV. APPEAL OF THE DECISION

B. Content of the Appeal (continued)

5. The names of potential witnesses of the alleged harassment or individuals who might have relevant information regarding the alleged harassment, and
6. An explanation as to why the appeal is being made .

C. Time Limitations for Superintendent's Investigation: The superintendent will begin an investigation within ten school days and render a decision in writing within twenty school days following the receipt of the written appeal. If the appeal is made within two weeks of the end of the school year, the time lines in this section shall be working days rather than school days.

V. TITLE IX OFFICER: The Title IX officer shall be responsible for maintaining records regarding complaints that are filed. These records shall include:

- A. The names of the persons involved,
- B. The dates complaints are received,
- C. A summary of the allegations,
- D. The results of the investigations, and
- E. A summary of the resolution of the complaint.

Regulation Approved: 5/24/93

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