

**Series 4000 – Personnel – Certified & Non-Certified**

**1. Certified Personnel**

**A. Permanent Personnel**

**(8) Rights and Responsibilities**

**(a) Civil & Legal Rights**

**(ii) Harassment**

**Harassment Complaint Procedure**

If an individual believes that he/she is being or has been harassed, we encourage that person to promptly inform the individual(s) or immediate supervisor that individual(s)'s behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.

If the offensive behavior is repeated following a request to the individual(s) that it ceases, the student or employee shall pursue an informal complaint procedure designed to educate the individual(s) and to eliminate the problem.

Any complainant who makes an informal oral complaint of harassment to his or her supervisor, site administrator, counselor, teacher, or the Assistant Superintendent, or Superintendent's designee will be provided a copy of these regulations as posted on the district website. .

If the informal procedure has proven unsatisfactory, the complainant may pursue the formal complaint procedure which involves submitting a written complaint to his or her supervisor, site administrator, counselor, teacher, or the Assistant Superintendent or Superintendent's designee. The complaint should list the name of the complainant, the date of the complaint, the date of the alleged harassment, the name(s) of the harasser(s), where such harassment occurred, and a detailed statement of the circumstances constituting the alleged harassment.

If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed. (See Policy #5141.4, Child Abuse and Neglect)

All formal complaints and informal complaints involving staff are to be forwarded immediately to the Assistant Superintendent or the Superintendent's designee, unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent.

Upon receiving a formal complaint, the building level administrator in concert with the Assistant Superintendent or the Superintendent's designee, will, as soon as possible, commence an effective, thorough, objective and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the complainant and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist.

The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to all others directly concerned.

If the complainant is dissatisfied with the result of the investigation, he or she may file a written appeal to the Superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the Superintendent shall respond to the complainant, in writing, as soon as possible.

If after a thorough investigation, there is reasonable cause to believe that harassment has occurred, the district shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to situations of harassment may include reprimand, reassignment, transfer, suspension, expulsion, disciplinary action, or discharge from employment.

The harasser and any other involved individuals, if appropriate, will be informed that appropriate action shall be taken if further acts of harassment or retaliation occur. If further acts of harassment or retaliation do occur, appropriate action shall be taken.

All employees, and supervisors shall be provided copies of the Board of Education policy concerning harassment and the policy will be reproduced in all employee handbooks, student handbooks, and the district website.