

Harassment of Students

1. Any district student or staff member who believes he or she has been subjected to sexual harassment must report the incident(s) to their building principal or immediate supervisor (for employees). If the principal or immediate supervisor is the alleged harasser, the incident(s) must be reported to the Executive Director of Human Resources. The person to whom a report of sexual harassment is made is referred to herein as the “grievance official.”
2. The grievance official will evaluate the report of sexual harassment to determine whether it should be referred directly to the superintendent or designee, or whether the grievance official will initially investigate and attempt to resolve the problem. In either case, reports of sexual harassment will be promptly and confidentially investigated and appropriate action will be taken.
3. If the grievance official initially investigates and attempts to resolve the problem, the following procedures shall be utilized:
 - a. The grievance official will confer with the charging party in order to obtain a clear understanding of the basis of the complaint.
 - b. The grievance official will attempt to meet with other persons who may be witnesses or have other information that will assist in obtaining a clear understanding of the matter.
 - c. The grievance official will attempt to meet with the charged party in order to obtain a response to the complaint and other relevant information related thereto.
 - d. The grievance officer may hold as many meetings with the parties and others as is necessary to gather facts and obtain witness statements.
 - e. On the basis of the grievance official’s perception of the situation, the grievance official may attempt to resolve the matter informally through conciliation or report the incident and transfer the record to the superintendent or his/her designee for further action.
4. After reviewing the information provided and/or the record made by the grievance official, the superintendent or designee may cause further investigation of the matter to occur as necessary to determine relevant facts and take appropriate action, which may include sanctions and discipline.

Approved: January 21, 1992

Revised: May 2000

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