

## **Sexual Harassment Complaint Procedure**

Principals and the superintendent have responsibility for investigations concerning sexual harassment. The investigator(s) shall be a neutral third party having had no involvement in the complaint presented.

- Step 1      Any sexual harassment information (complaints, rumors, etc. ) shall be presented to the building principal or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- Step 2      The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.