

Procedures to Address Sexual Harassment Complaints

5145.51 (R).

1. Complaint initiated by student/employee
2. Recipient of complaint takes initial action:
 1. Attempts to resolve complaint on informal level if within scope of authority.
 2. Notifies principal/supervisor of complaint and the results of his/her attempt to resolve complaint on an informal level.
3. Principal/Supervisor responds to complaint:
 1. If complainant indicated satisfaction on informal level, principal/supervisor follows up with complaint (parent notification necessary when complainant is a student) before completing and forwarding *Sexual Harassment Report Form* to Superintendent.
 2. If complainant (parent) is not satisfied with informal resolution, principal meets with complainant (parent) to review complaint.
3. Principal meets with grievant and alleged harasser in an attempt to resolve the complaint.
4. Principal/supervisor develops resolution to complaint or determines there is no basis for the complaint and reports findings to complainant (parent notification necessary when complainant is a student).
5. The complainant/parent signs the report form.
6. Principal/supervisor forwards *Sexual Harassment Report Form* to the Superintendent for his/her review or action.
4. Superintendent's Response:
 1. Files complaint forms that have been satisfied.
 2. Initiates investigation of complaints left unsatisfied at principal's/supervisor's level:
 1. Takes appropriate action as a result of investigation and notifies complainant/parent within thirty (30) days.
 2. If complainant is not satisfied with Superintendent's resolution, the complainants may appeal the Superintendent's decision to the Board of Education within ten (10) days of receipt of the Superintendent's decision.
5. Board of Education
 1. The Board shall investigate the complaint upon appeal and conduct a hearing if necessary.

2. The Board shall render a decision within twenty (20) days of the conclusion of the hearing.