

Personnel

Series 400

Policy Title Harassment-Employees (Investigation Regulation)

Code No. 403.5-R

Complaints shall be filed with the Building Principal, Associate Superintendent or Superintendent.

Upon receiving a complaint, the investigator shall confer with the complainant and alleged harasser to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the Superintendent who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. The investigator may request that the employee or student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

Conflicts

If the Investigator or a member of the immediate family is the alleged harasser or a witness to the incident, an alternate investigator shall become the investigator. It is preferred that investigators be of the same sex as alleged victims. Investigators for this policy will be the same as those identified for Policy 402.2.

Important Investigation Points

- Evidence uncovered in the investigation is confidential.
- All complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators can be disciplined up to and including discharge.

Rights of the Accused

The alleged harasser must be given:

- Fair written notice of the alleged harassment,
- Knowledge of the specific unwanted and/or unwelcome behavior,
- Date and time of the alleged harassment, and
- Remedy sought by the complainant.

No one shall retaliate against an employee because they have filed an harassment complaint, assisted or participated in an harassment investigation, proceeding, or hearing regarding an harassment charge or because they have opposed language or conduct that violates this policy.

It shall be the responsibility of the Board Members, Administrators, licensed and classified employees, students, and others having business or other contact with the school district to act appropriately under this policy. It shall be the responsibility of the Superintendent and investigator to inform and educate employees and others involved with the school district about harassment and the school district's policy prohibiting harassment.

FOR COMPLAINT AND WITNESS FORMS SEE POLICY 403.5

Reviewed: March 3, 2008

February 18, 2013

April 17, 2017

Amended: April 24, 1995

March 25, 1996