

## **Sexual Harassment Complaint Procedure**

The school administrator has responsibility for complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

**Step 1** Any sexual harassment information (i.e., complaints, rumors, etc.) shall be presented to the school administrator or school official. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates. If the school official is the subject of the complaint, the complaint will be submitted to the school administrator. If the administrator is the subject of the complaint, the complaint will be submitted to the PBCCS Board Chair.

The school official receiving the complaint form shall provide written notice from the school to the complainant that includes:

1. Their rights;
2. Information about the internal complaint processes available through the school that the complainant may pursue;
3. Notice that civil and criminal remedies that are not provided by the school may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainants through the school including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the complainant and legal recognized exceptions to those rights for internal complaint processes and services available through the school; and
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

This written notification to the complainant must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and

3. Include that this information is made available to students, students' parents, staff members and members of the public on the school website.

**Step 2** The school official receiving the information or complaint shall promptly initiate an investigation. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 10 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 school official(s) conducting the investigation shall notify the complainant in writing that the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. Findings will be issued within 30 working days after the investigation concludes.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the administrator.

**Step 3** If a complainant is not satisfied with the decision at step 2, the complainant may submit a written appeal to the PBCCS Board. Such appeal must be filed within 10 working days after receipt of the step 2 decision. The PBCCS Board shall, within 30 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The PBCCS Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Complaints against the administrator may start at step 3 and should be referred to the Board Chair on behalf of the Board. The Board Chair will cause the notice requirements identified in step 1 to be completed. The Board Chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board Chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within 30 working days, in open session what action, if any, is warranted.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint may be obtained through the school administrator or school official.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual

harassment complaints and documentation will be maintained as a confidential file and stored in the school office.

The administrator shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, Community Human Services, as possible abuse of a child.

**Powell Butte Community Charter School**

**SEXUAL HARASSMENT COMPLAINT FORM**

Name of complainant:

Position of complainant:

Date of complaint:

Name of alleged harasser:

Date and place of incident or incidents:

Description of misconduct:

Name of witnesses (if any):

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible):

Any other information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature:

Date:

**Powell Butte Community Charter School**

**WITNESS DISCLOSURE FORM**

Name of Witness:

Position of Witness:

Date of Testimony/Interview:

Description of Instance Witnessed:

Any Other Information:

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature:

Date: