

512 RULE EMPLOYEE HARASSMENT COMPLAINT PROCEDURE

The complaint officer is responsible for coordinating responses to complaints of harassment. In each building there are two designated complaint officers, the principal and a counselor.

- I. Any complaint will be presented in writing or orally to one of the complaint officer(s). If the complaint is submitted in writing, it should include the specific nature of the harassment and corresponding dates and also include the name, address, and phone number of the complainant.
- II. The complaint officer shall thoroughly investigate the complaint, notify the person who has been accused of harassment, and permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the written complaint, if deemed necessary. The complaint officer will give a written answer to the complaint within 15 working days after receipt of the written complaint.
- III. If the complainant is not satisfied with the answer of the complaint officer, he/she may submit a written appeal to the district administrator or designee indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within 10 working days after receipt of the complaint officer's answer. The district administrator or designee will arrange a meeting with the complainant, at a mutually agreeable time to discuss the appeal. The district administrator or designee will give a written answer to the complainant's appeal within 10 working days.
- IV. If the complainant is not satisfied with the answer, a complaint with the Board may be filed within 10 working days after receipt of the Step III answer. The Board will, within 20 working days, conduct a hearing at which the complainant will be given an opportunity to present the complaint. The Board will give a written answer to the complaint within 10 working days following completion of the hearing.

Reviewed, revised, and approved by the Board of Education on October 23, 2006