

Sexual Harassment of Students

The following procedures shall be used for the reporting, investigating and resolving of complaints of student sexual harassment.

Any student who believes he/she has been subjected to sexual harassment should:

1. Immediately report the incident to the building principal;
2. If the alleged harasser is an administrator, then the student should report the incident to the superintendent;
3. The building principal or superintendent will investigate the complaint and respond to the complainant by scheduling a conference within five days whereby a written response shall be issued;
4. If this reply is not acceptable to the complainant, he/she may file a formal complaint according to the steps listed below.

STEP 1: When a formal complaint is filed, a conference will be held with the complainant within five school days. The formal, written complaint should include:

1. What, when and where the alleged incident happened;
2. Who was involved;
3. Exactly what was said or what the harasser did;
4. Witnesses to the sexual harassment;
5. What the student said or did, either at the time or later;
6. How the student felt;
7. How the harasser responded.

A written response will be given to the complainant within ten school days following the conference.

STEP 2: If the complainant is not satisfied with the decision of the building principal, he/she may submit a written appeal to the superintendent. The superintendent shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complainant within ten school days.

If the charge is against an administrator and the complainant is not satisfied with the decision of the superintendent, he/she may immediately appeal to the Board as set out in Step 3 below.

STEP 3: If the complainant is not satisfied with the decision of the superintendent, he/she may submit a written appeal to the Board. This appeal should be filed within five school days of receipt of the superintendent's decision.

The Board will consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complaint, in writing, within ten school days.

STEP 4: If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Directors, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Avenue, Room 3310, Seattle, Washington 98174-1099.

Allowing for a fair investigation, confidentiality will be maintained for all parties concerned and no reprisals or retaliation will be tolerated because of the good faith reporting of charges of sexual harassment.

DOUGLAS COUNTY SCHOOL DISTRICT 4
Roseburg, Oregon

SEXUAL HARASSMENT COMPLAINT FORM

Complainant

School

Date of Incident

Address

City, State, Zip

Phone

Specific Complaint: (Please provide detailed information including names, dates, places and activities.)

[illegible]