

## HARASSMENT COMPLAINT

All complaints of harassment will be investigated. A file of the complaint, investigation, findings and actions will be prepared and maintained by the building principal. Repeated or particularly serious violations of this policy regarding harassment will have serious consequences, and may result in referral to the appropriate authorities.

The complainant should be informed that certain harassment is required to be reported to state agencies and he/she will be informed if further action must be taken.

### **Reporting Procedure**

Any employee or student who believes he or she has experienced harassment forbidden under this policy should contact a responsible adult who will then inform and administrator about the incident and a written report will be filed by the administrator and victim. The building principal/supervisor will fully investigate the complaint, notify the person who has been accused of harassment and submit a report of the results of the investigation to all parties and the Superintendent of Schools within ten(10) working days of the complaint. The building principal/supervisor may exercise discretionary authority to discipline the employee or student involved if satisfied that the evidence as presented warrants disciplinary action. If the alleged offender is a building principal/supervisor, the victim should file a written report with the Superintendent of Schools. The Superintendent will conduct the investigation according to the same time line.

*In cases where the harassment charge is against the Superintendent, the Board of Education President or their designee will be responsible for conducting the investigation.*

If the complainant is not satisfied with the disposition of the case by the building principal/supervisor, he/she may issue a written appeal to the Superintendent of Schools indicating the nature of the disagreement with the report. The Superintendent of Schools shall review the matter with the appropriate parties and provide a response to the appeal within twenty (20) working days.

If the complainant is not satisfied with the disposition of the case by the Superintendent, he/she may request a hearing with the School District of Colby Board of Education. The Board will hear evidence regarding the matter and take appropriate action to resolve the matter as soon as possible.

The right to confidentiality, of both the complainant and of the accused, will be respected consistent with the district's legal obligations, provided it does not interfere with the district's ability to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **Alternate Procedures**

The following procedures may be used at the discretion of the student, the parent, or the building supervisor/principal, for younger students or students with special education needs:

In the event there are difficulties with establishing dates, times and other facts regarding the alleged behavior, persons who have or may have been harassed will receive appropriate assistance in preparing the complaint, and may also be offered counseling services as deemed appropriate to their age, disability, and nature and severity of the alleged harassment.