

## STUDENT TO STAFF SEXUAL HARASSMENT COMPLAINT PROCEDURE

*Upon receiving a complaint of sexual harassment by a student toward a staff member, the principal will select a lead administrator to investigate the allegation(s). However, there may be mitigating circumstances that cause a different course of action than listed below. In such a case, the Principal will meet with the staff member making the allegation(s) and offer reasons for his/her action(s). The investigation will begin as soon as reasonably possible to the proximity of the complaint.*

### PROCEDURAL COURSE OF ACTION

#### I. Selection of Administrator

1. If at all possible, an administrator who is *not* the direct supervisor of the staff member
2. If at all possible, an administrator who is *not* the supervisor for the student's discipline
  - ✧ *This may not be possible if more than one student is involved*

#### II. Meeting with Staff Member

1. Meet with the staff member to obtain a full verbal understanding of the allegations
2. Staff member will provide a full accounting of the incident in writing
  - ✧ *Record time and date*
  - ✧ *Record all witnesses*
  - ✧ *Note any conversation(s) that staff may have had with parents*
3. Class coverage will be offered as appropriate to the situation
4. Student may be removed from staff member's class (if applicable) during the investigation at the request of the staff member or administrator

#### III. Meeting with Student(s)

1. Allow student to respond (*tell his/her side of the story*)
2. Ask questions and record responses
  - ✧ *Record all witnesses*
  - ✧ *Inform parents of allegation(s) and ongoing investigation*
3. Obtain written statements

#### IV. Witnesses

1. Interview witnesses provided by staff member
2. Interview witnesses provided by student(s)
3. Interview other witnesses

#### V. Communication

1. Anticipated timeline of process to be discussed with staff member
2. Without compromising investigation, lead administrator to provide status update at process benchmarks to keep staff member informed of process
3. Lead administrator to inquire with staff member regarding needs and/or new developments
4. Staff member to direct questions and other communication with lead administrator

#### VI. Conclusions

1. Lead administrators to meet with Principal and review investigation and course of action
2. Lead administrator to meet with staff member and review investigation and course of action
3. Lead administrator to meet with student(s) and initiate course of action
4. Principal will contact parents to provide a summary of the investigation and course of action to be taken
  - ✧ *Course of action may result in discipline up to and including suspension or expulsion, and/or removal from staff member's class and other supervisory purview for the duration of the student's enrollment at the school*