

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE

INVESTIGATION OF A SEXUAL HARASSMENT COMPLAINT

4380

- 4380.1 Any staff member who alleges sexual harassment by another staff member or student in the District may complain directly to his/her immediate supervisor, the building principal, or the district Title IX Coordinator.
- 4380.2 In cases of minor incidents, and if the individual feels comfortable dealing with the situation by written request, the staff member may use the following procedure:
- 4380.2a Individual writes a letter to the harasser including:
- what happened, when, where, and how often;
 - how it made the victim feel; and
 - a request that the behavior stop and if not, it will be considered sexual harassment and subject to further investigation.
- 4380.2b A copy of the letter is retained by the staff member contacted in 4380.2a above and that fact is noted on the letter.
- 4380.2c The letter is hand delivered to the harasser either by the staff member or the individual contacted in 4380.2a above.
- 4380.2d If the harassment does not stop immediately, the matter moves to the next step 4380.3 in this policy.
- 4380.2e In harassment situations involving physical assault, the letter response is not appropriate and the matter should immediately move to the next level.
- 4380.3 All supervisors receiving complaints that move above the letter response level should notify the Superintendent and the District Title IX Coordinator immediately.
- 4380.4 Any staff member with knowledge or belief of conduct which may constitute sexual harassment shall report the conduct immediately to their supervisor and the District Title IX Coordinator.

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- 4380.5 The administration will begin an investigation immediately to include:
- interviewing the alleged victim(s).
 - having the alleged victim write out his/her statement and sign including what happened, when it happened, where it happened, how he/she felt, what he/she did or said in response, what the alleged harasser did or said next, and names of witnesses.
 - interviewing the alleged perpetrator(s), after notice of nature of the complaint and with the right to have an advocate attend.
 - having the alleged perpetrator write out his/her statement and sign.
 - interviewing others who may have knowledge of the incidents or circumstances that led to the complaint.
 - preparing written documentation of the investigation.
 - providing a written report of the investigation to the alleged victim, the alleged perpetrator, and the Superintendent.
 - taking appropriate action promptly based upon the facts of the case.
- 4380.6 Submission of a complaint or report shall not affect that individual's employment or work assignments. Anyone who retaliates against an individual who reports sexual harassment, who testifies, assists, or participates in an investigation will be disciplined.
- 4380.7 Information concerning any complaints shall be treated confidentially and consistently with the district's legal obligations, the need to investigate, and the need to take disciplinary action if necessary.
- 4380.8 Complaints will not be discouraged.
- 4380.9 Denial and/or recanting of prior statements will not end the inquiry until all steps have been completed.

Adopted December 4, 1995