

General Personnel

Administrative Resource - Sexual Harassment

Complaint and Investigation Procedure

- I.
 - A. Any student who is subject to or observes harassment and who feels comfortable doing so should directly inform the person engaging in the harassment that such conduct or communications are unwelcome and offensive and must stop.
 - B. Additionally, a complaint of harassment may be made to the Assistant Superintendent for Personnel, a Sexual Harassment Officer or to any other teacher or administrator with whom the student feels comfortable.
 - C. Any staff member who receives a harassment complaint should inform the complainant of his or her rights under Board policy provide immediate counseling, referral or similar assistance as the complainant may require and bring the complaint to the attention of the Assistant Superintendent for Personnel or the Sexual Harassment Investigator.
 - D. Information in connection with the complaint will be disclosed only to individuals who have a bona fide need to know the information. Documents relevant to the complaint and investigation will be kept secure and segregated from other personnel records.
 - E. In accordance with The Abused and Neglected Child Reporting Act, if school personnel have reasonable cause to believe that a student who complains of sexual harassment has been sexually abused; relevant information shall be reported to the Illinois Department of Children and Family Services.
 - F. Unless the Superintendent assigns another administrator, the Assistant Superintendent for Personnel or the Sexual Harassment Investigator or a designee will immediately initiate an investigation of the complaint and within ten (10) days of the date the complaint was filed will submit to the Superintendent a written report that shall include at a minimum the following:
 1. the date the complaint was received,
 2. the complainant's name,
 3. the name of each alleged harasser and a description of all conduct that gave rise to the complaint (written, signed statements by complainants describing relevant events should be obtained whenever possible),
 4. a statement detailing the scope of the investigation undertaken, including the names of all witnesses interviewed and the results of the interviews,
 5. a statement of corrective measures recommended.
- II. **School District Action**
 - A. Upon the Superintendent's receipt of the investigative report, the School District will take appropriate action based on the report's findings.
 - B. The results of the investigation and any disciplinary action taken will be reported in writing to the complainant by the School District.

III. Discipline

Any school action taken pursuant to this policy will be consistent with the requirements of applicable collective bargaining agreements, federal and state laws and School District policies.

IV Retaliation

Complaints made in good faith under Board policy will not result in any adverse action by the School District against the complainant, nor will such action be taken against any person who participates in good faith in an investigation because of that participation. The School District will discipline any individual who engages in such retaliation. False or irresponsible allegations of harassment can have a serious detrimental effect on innocent parties, however, and may subject the complainant who makes them to discipline.

