

**SEXUAL HARASSMENT OF EMPLOYEES REGULATION**

Any person who believes that he or she has suffered sexual harassment shall report such to the Building Principal who shall be the “complaint officer” for sexual harassment complaints. It is recognized that reporting may be made by teachers, non-professional staff members, students or parents who may have been informed of an incident, or circumstance which could rise to the level of sexual harassment.

The Building Principal will initiate and complete an investigation within ten (10) working days of receiving a written or oral complaint. If oral, the Building Principal is to reduce such complaint to writing.

The 3 forms to be used are:

- 1) Sexual Harassment Formal Complaint Form 9110.2E (a)
- 2) Sexual Harassment Complaint Appeal Form 9110.2E (b)
- 3) Sexual Harassment Resolution Form 9110.2E (c)

Adopted: April 20, 1999

July 1999