
PROHIBITION AGAINST HARASSMENT AND INTIMIDATION

To ensure fairness and consistency, the following review procedure is to be used with regard to problems covered pursuant to Policy 5207. No staff member's status with the District shall be adversely affected because the staff utilized these procedures, unless a false complaint is filed.

- A. The building principal, program manager, or designee shall investigate all written complaints of harassment or intimidation.
- B. The allegations of harassment or intimidation are expected to:
 1. be in writing;
 2. be signed by the complaining party;
 3. set forth specific acts, conditions, or circumstances alleged to be in violation of the District's obligation in regard to harassment; and
 4. be filed with the building principal, program manager, or designee as soon as possible, but no later than thirty (30) calendar days following the alleged harassment.
- C. Upon completion of the investigation, the building principal, program manager, or designee shall provide their supervisor with a full written report of the complaint and the results of the investigation, unless the matter is resolved to the satisfaction of the complaining party prior to the submission of a full written report.
- D. The supervisor shall respond in writing to the complaining party within thirty (30) calendar days following receipt of the written complaint.
- E. Any corrective measure deemed necessary shall be instituted as expeditiously as possible but in no event later than thirty (30) calendar days following the supervisor's mailing of a written response to the complaining party.
- F. In the event a complaint remains aggrieved as a result of the action or inaction of the supervisor, said complainant may appeal to the superintendent or designee by filing a written notice of appeal with the superintendent on or before the tenth (10th) calendar day following:
 1. The date upon which the complainant received the supervisor's response, or;
 2. The expiration of the thirty (30) calendar day response period in Section D above, whichever occurs first.
 3. The superintendent or designee shall review the investigation and may follow-up inquires as they feel necessary and render a written decision on or before the tenth

(10th) calendar day following receipt of the written appeal and shall provide a copy to all parties involved.