

Child Protection/Sexual Harassment Policy Procedures

**1. Reporting**

Individuals may make an oral or written complaint of sexual harassment, or retaliation if they:

- believe they are the subject of sexual harassment, or retaliation;
- have knowledge of sexual harassment conduct, or retaliation; or
- believe that they have been retaliated against for making a good faith complaint or report of sexual harassment, or for participating or aiding in an investigation of such complaints.

**2. Sexual Harassment:**

*Definition-* Sexual Harassment means any un-welcomed sexual advance or conduct of a sexual nature.

*Conduct Prohibited-* There is a broad range of conduct which can, in certain circumstances, be considered a violation of this policy. This may include, but is not limited to sexually suggestive or offensive remarks; sexually suggestive pictures; sexually suggestive gesturing; verbal harassment or abuse of a sexual nature; harassing, abusive or sexually suggestive or offensive messages sent by e-mail or other electronic medium; touching, patting, or pinching. Sexual harassment may be directed against a particular person or persons, or a group whether of the opposite sex or the same sex.

*\*\*We recognize that there are different standards of sexual related conduct among different cultures. Where there are differing standards, the most conservative standard will be the standard that is followed.*

**3. Reporting procedures**

Timely Reporting: Complaints of sexual harassment, retaliation or other violations of this policy shall be made within 90 calendar days of the sexual harassment complained of. Nothing in this policy prevents anyone from submitting a report of sexual harassment, retaliation or non-compliance with this policy of which they have witnessed or have knowledge of.

A. Complaints by Students:

General- A student, or a parent/guardian on the student's behalf, may make a complaint of sexual harassment or retaliation to the school principal or teacher. The principal or teacher shall investigate the matter and, if the complaint is substantiated, commence appropriate disciplinary action against the offending student.

If a student, parent or guardian making the complaint to the school principal or teacher feels that the intervention rendered by the school principal or teacher is insufficient he or she may appeal the matter within 15 calendar days to the School Board.

B. Principal/teacher responses to complaints:

*Complaint-* When an individual seeks resolution of a sexual harassment or retaliation complaint, the principal or teacher will begin an investigation within fifteen calendar days after receiving notice of the complaint.

*Investigation-* After receipt of the complaint, the principal will begin an investigation into the complaint. At the conclusion of the investigation, the principal will prepare and issue a summary report containing a synopsis of the evidence and findings. Both the complainant and respondent will receive notification of the investigation outcome and determination.

*Disciplinary Determination-* Appropriate disciplinary action may be taken according to the investigation findings at the discretion of the principal. The disciplinary action will be within the following range: Education and Admonition; Warning; Suspension; Expulsion; or criminal proceedings.