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**PROCEDURES FOR REPORTING HARASSMENT**

- 1) Informal reports may be made to the immediate or any other appropriate administrator. The report may be oral or written. Informal remedies include, but are not limited to, an opportunity for the complainant to explain to the alleged harasser that his or her conduct is intimidating or tormenting, either in writing or face-to-face; a statement from the administrator to the alleged harasser that the conduct could lead to disciplinary action if proven or repeated; or a general public statement from an administrator to a school staff reviewing and reaffirming the District's harassment policy without identifying the complainant.
- 2) If the concern is not informally or formally resolved at the administrator's level in step 1, the administrator or complainant should contact one of the Olympia School District's Harassment Policy compliance officers. Informal complaints may become formal complaints at the request of the complainant, parent, or guardian, or because the complaint needs to be more thoroughly investigated. A formal complaint must be made in writing, outlining the specific acts, conditions or incidents, and dates and times alleged to have occurred. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- 3) Once a formal complaint has been made, an investigation will be initiated and completed in a timely fashion to ascertain that the alleged specific acts, conditions, or circumstances have occurred.
- 4) When the investigation is complete, the compliance officer shall compile a written report of the complaint and the results of the investigation. The report will be forwarded to the Superintendent or designee for appropriate action.
- 5) If the matter remains unresolved to the complainant's satisfaction, the concern may be referred by the complainant to the Superintendent's office. Within thirty (30) days, the Superintendent shall prepare a written response finding:
  - a) That the District does not have adequate evidence to conclude that harassment occurred,
  - b) Corrective actions are necessary which may include any of the following:
    - ♦ Written warning
    - ♦ Letter of reprimand
    - ♦ Suspension, probation and termination
    - ♦ Change of job or class assignment
    - ♦ Advice and counseling
    - ♦ Attendance at harassment training sessions
    - ♦ An apology to the victim
  - c) That the investigation is incomplete to date and should continue or should be referred to other authorities.
- 6) Corrective measures deemed necessary by the District will be instituted as quickly as possible.



*PROCEDURE ESTABLISHED*    *January 27, 1997*  
*RENUMBERED*                    *May 12, 2003*