
The Superintendent shall appoint a sexual harassment grievance officer who shall be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below.

1. Any member of the school community who believes that he or she has been subjected to sexual harassment shall report the incident(s) to the grievance officer.
2. The grievance officer shall attempt to resolve the problem in an informal manner through the following process:
 - a. The grievance officer shall confer with the charging party in order to obtain a clear understanding of that party's statement of the facts.
 - b. The grievance officer shall meet with the charged party in order to obtain his or her responses to the complaint.
 - c. The grievance officer may hold as many meetings with the parties as is necessary to gather facts.
 - d. On the basis of the grievance officer's perception of the situation, he or she may:
 - (1) Attempt to resolve the matter informally through conciliation, or
 - (2) Report the incident and transfer the record to the superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the Board for termination or expulsion.

All matters involving sexual harassment complaints shall remain confidential to the extent possible.

The provisions of this policy, including the grievance procedure, shall be made available to all persons associated with Transylvania County Schools.

APPROVED BY BOARD
AND EFFECTIVE 8/3/92