

Standard Operating Procedure – Reporting and Handling Complaints of Sexual Misconduct

June 7, 2017

SUMMARY: Title IX prohibits discrimination on the basis of sex (including sexual harassment) by an educational program that receives federal funds. To ensure appropriate contacts, staff members are prohibited from engaging in one-on-one contact with students (in person or through electronic means). In instances when a student initiates one-on-one contact, the staff member should immediately seek to include another staff member (copy on an email, invite into an office for a meeting), or ensure the student and staff member involved are directly visible to others. The Operations Director is the school's Title IX coordinator.

- 1) All staff members will receive annual training on the following:
 - Acceptable and unacceptable touching and boundaries of appropriate behavior
 - Acceptable and unacceptable use of electronic devices/social media to communicate with students during and outside normal school hours
 - Recognizing the signs of inappropriate sexual behavior
- 2) All staff members have an affirmative duty to report potential sexual misconduct by other employees, volunteers or students
- 3) Any employee who feels that he or she has been, or is being subjected to, harassment or discrimination in violation of The Vanguard School's anti-discrimination/harassment policy, local, State, or federal law shall immediately report such conduct to The Vanguard School.
- 4) Immediately report the incident(s) in writing to the Executive Director or Operations Director. Should an employee feel uncomfortable reporting such incident(s) to either individual, the employee may report the incident(s) to the President of the Board of Directors.
- 5) The Executive Director will notify Vanguard's governing body.
 - a. When deemed appropriate, law enforcement will be consulted on any possible criminal investigation.
- 6) When not deemed criminal in nature, an independent investigation committee of at least two members, comprised of at least one administrator and non-associated staff member, will investigate the complaint through the following process:
 - a. The investigation committee will confer with the charging party in order to obtain a clear understanding of the basis of the complaint.
 - b. The investigation committee will then meet with the charged party to obtain a response to the complaint.
 - c. The investigation committee may hold additional meetings with the parties as is necessary to gather facts, and interview and obtain statements from witnesses, if any.
- 7) The investigation committee will complete its initial investigation within 14 business days of the complaint, if possible. At the completion of the investigation, the committee will give a full written report to the board and the Executive Director, including a recommendation for disciplinary action including termination, if appropriate.
- 8) After reviewing the report, the Executive Director, or designee, may gather any additional evidence as necessary before imposing any disciplinary actions deemed appropriate, if any. Disciplinary action may include a recommendation for termination.

- 9) A member of the investigation committee will meet with the complaining party to discuss the findings and/or conclusions reached during the investigation.
- 10) Retaliation against any employee who files an anti-discrimination/harassment complaint, participates in an internal or external investigation of an anti-discrimination/harassment complaint, or otherwise objects to any unlawful action of another employee or The Vanguard School is prohibited.
- 11) This SOP will be reviewed periodically and procedures updated accordingly.

The point of contact for Reporting and Handling Complaints of Sexual Misconduct is Mr. Jeff Yocum, Operations Director