Descriptor Term:	Descriptor:	Issued:
	JBAA-R	DRAFT
SEXUAL HARASSMENT: INVESTIGATIVE PROCEDURES	**Rescinds:** JBAA-R	**Issued:** 12/12/00

Tupelo Public School District employees who have the responsibility of conducting investigations of sexual harassment charges will adhere to the following steps following the report of an incident of sexual harassment:

A. Action to end the harassment.
   1. School personnel may need to counsel, warn, or take disciplinary action against the accused with consideration of the following:
      - Have there been any prior incidents?
      - What is the severity of harassment?
      - What is the age of accused?
   2. Separate accused from complaining student:
      - Offer withdrawal from the class.
      - Offer transfer for the complainant.
      - Remove the accused.
   3. Establish a series of escalating consequences for accused.

B. Action to eliminate hostile environment.
   1. When appropriate, deliver special training for the entire class involved, and others the accused taught/teaches to repair educational environment.
   2. Review policy statements with class(es), communicate message that TPSD does not tolerate harassment and will be responsive to any student who reports such conduct.

C. Action to prevent any further harassment and prevent retaliation against complainant or witnesses.
   1. Make sure students know how to report any subsequent problems.
   2. Provide counseling for accused; make sure he/she understands what constitutes harassment and the effects it can have.
   3. Meet with parents if accused is a student.

D. Always document all interviews. Notify the Title IX Coordinator. If questions or issues arise with respect to this policy or the investigation, seek assistance from the District Administrative Counsel.

After an immediate and thorough investigation, if an investigator determines that sexual harassment has occurred, then reasonable, timely, age-appropriate, and effective corrective action, including steps tailored to the specific situation should be taken.

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