

Appendix D: Sexual Harassment Policy and Forms

8700P
Page 1 of 2

NONINSTRUCTIONAL OPERATIONS Sexual Harassment Complaint Procedure

To ensure fairness and consistency, the following review procedure is to be used with regard to problems covered by state and federal equal employment and educational opportunity laws, non-discrimination and sexual harassment policies, and/or the District's Affirmative Action Plan.

First Step--Informal Complaints Process

Informal student complaints of discrimination/sexual harassment should be reported to a teacher, counselor, or the building principal as soon as possible following the alleged discrimination. The teacher or counselor must forward the complaint to their administrator or Title IX officer. Informal complaints of discrimination/sexual harassment of employees, volunteers, and others involved in district activities shall be reported to the employee's or volunteer's supervisor, the Title IX Officer, or, for students, their building administrator. The administrator/supervisor receiving the complaint will be responsible for coordinating the investigation and resolution of such complaint with the Title IX Officer. The building administrator or immediate supervisor will complete the informal discrimination complaint form (8700F). Based upon information found in the investigation, the investigator will follow with appropriate disciplinary action. If the issue is not resolved at the first step (Informal Complaint), the complainant may elect to proceed to the second step.

Second Step--Formal Complaints Process

- A. The Title IX Officer shall investigate all formal noncompliance allegations of discrimination/sexual harassment along with the immediate supervisor or principal of the complainant.
- B. The allegations of discrimination shall:
 1. Be in writing.
 2. Be signed by the complaining party.
 3. Set forth specific acts, conditions or circumstances alleged to be in violation of the District's obligations in regard to discrimination.
 4. Be filed with the Title IX Officer as soon as possible following the alleged discrimination.
- C. Upon completion of the investigation, the Title IX Officer shall provide the Superintendent with a full written report of the complaint and the results of the investigation, unless the matter is resolved to the satisfaction of the complaining party prior to the submission of a full written report.

Appendix D: Sexual Harassment Policy and Forms

8700P

Page 2 of 2

Third Step--Formal Complaints Process

- D. If unresolved, the Superintendent shall respond in writing to the complaining party within thirty (30) calendar days following receipt of the written notice of dissatisfaction with the Title IX officer's resolution.
- E. The response by the Superintendent shall state either:
 - 1. That the school district denies the allegations contained in the complaint received, or
 - 2. The nature of such reasonable corrective measures deemed necessary to eliminate any such act, condition or circumstance within the District.
- F. Any corrective measures deemed necessary shall be instituted as expeditiously as possible but in no event later than thirty (30) calendar days following the Superintendent's mailing of a written response to the complaining party.

Fourth Step--Formal Complaints Process

- G. In the event a complainant remains aggrieved as a result of the action or inaction of the Superintendent, said complainant may appeal to the School District Board of Directors by filing a written notice of appeal with the secretary of the Board of Directors on or before the tenth day following:
 - 1. The date upon which the complainant received the Superintendent's response, or
 - 2. The expiration of the thirty (30) day response period in Section D above, whichever occurs first.
- H. Upon receipt of an appeal, the board of Directors shall schedule a hearing to commence on or before the twentieth day following the filing of a written notice of appeal.
 - 1. Both parties shall be allowed to present such witnesses and testimony as the Board of Directors deems relevant and material.
 - 2. The Board of Directors shall render a written decision on or before the tenth day following the termination of the hearing and shall provide a copy to all parties involved.

Adoption Date: April 22, 1996

Appendix D: Sexual Harassment Policy and Forms

8700F
Page 3 of 2

DISCRIMINATION INFORMAL COMPLAINT FORM

Informal Complaint

Description of Concern:

Description of Investigation:

Administrator was informed of formal complaint process on _____ by _____
Date

Complainant

Complainant has informed Title IX Officer.

Complainant has elected to:

Leave concern at informal level and is satisfied with resolution.

Signature of Complainant

Date

Move to formal complaint process.

Appendix D: Sexual Harassment Policy and Forms

DISCRIMINATION FORMAL COMPLAINT FORM

Formal Complaint

Description of Concern/Resolution Requested:

Description of Investigation:

Summary/Conclusion Following Investigation:

Administrator informed of formal complaint process on _____ by _____
Date Complainant

Title IX Officer was informed of complaint on _____ by _____
Date Complainant

Complainant has elected to:

- Accept the conclusion of the investigation, or
- Request a third step review with superintendent within 30 days of receipt of written complaint.

Signature of Complainant(s):

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____