

**NONDISCRIMINATION ON THE BASIS OF SEX/SEXUAL HARASSMENT  
GRIEVANCE PROCEDURES**

~~All sexual harassment complaints are investigated in accordance with the following procedure:~~  
**The Board has created informal and formal discrimination and harassment grievance procedures, providing for a prompt and impartial investigation free of conflicts of interest. All students and District employees are required to fully cooperate when asked to participate in an investigation.**

**Members of the school community and third parties are encouraged to promptly report incidents of sex discrimination or sexual harassment. Complaints may be filed with any District employee, or directly with the Title IX Coordinator. District employees are required to report these incidents to the Title IX Coordinator upon becoming aware of an incident, and failure to do so may result in disciplinary action.**

**Complaints of sex discrimination or sexual harassment must be filed within 180 calendar days of the alleged incident, as delays in filing complaints can make it difficult to investigate. Both the informal and formal grievance procedures are completed within 60 days of the date the incident was reported to the Title IX Coordinator, unless extenuating circumstances exist. Periodic updates are made as appropriate during the investigation.**

**The Title IX Coordinator determines whether or not, by “a preponderance of the evidence,” the alleged victim’s allegations are true. “A preponderance of the evidence” means that evidence must show the alleged discrimination/sexual harassment was more likely than not to have occurred.**

**Pending the final outcome of an informal or formal investigation, the District institutes interim measures to protect the alleged victim and informs him/her of available support services. Interim measures may include, but are not limited to: a District-enforced no contact order, schedule changes, academic modifications for the alleged victim, and/or school counseling for the alleged victim. These measures should ensure the alleged victim continues to have equal access to all education programs and activities and the safety of all students is protected.**

**If any of the named officials are the accused or are the alleged victim, the Board designates an alternate investigator and retains final decision-making authority.**

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

### **Informal Procedure for Addressing Complaints**

An informal grievance procedure can be used when the Title IX Coordinator deems it appropriate and/or when the parties involved (alleged victim and accused) agree that an informal process is appropriate and sufficient. The informal process is not used when the alleged discrimination or harassment may constitute sexual violence or any other criminal act.

The Title IX Coordinator gathers enough information during the informal process to understand and resolve the complaint. The Title IX Coordinator proposes an informal solution based on this fact-gathering process, which may include, but not be limited to: requiring the accused to undergo training on harassment/discrimination, requiring all students and staff to undergo such training, and instituting protective mechanisms for the alleged victim.

Either party has the right to terminate the informal procedure at any time and pursue a remedy under the formal grievance procedure.

### **Formal Procedure for Addressing Complaints**

While the formal grievance procedure may serve as the first step toward the resolution of a charge of sex discrimination or sexual harassment, it also is available when the informal procedure fails to resolve the complaint.

- ~~1. Any member of the school community who believes that he/she has been subjected to sexual harassment shall report the incident(s) to the appropriate grievance officer.~~
- ~~2. The grievance officer~~ **Through the formal grievance procedure, the Title IX Coordinator** attempts to resolve the **complaint** problem through the following process in the following way:
  - ~~1.A. The grievance officer~~ **Title IX Coordinator** promptly confers with the charging party/**alleged victim** in order to obtain a clear understanding of that party's statement of the alleged facts. The statement is put in writing by the ~~grievance officer~~ **Title IX Coordinator** and signed by the charging party/**alleged victim** as a testament to the statement's accuracy.
  - ~~2.B. The grievance officer~~ **Title IX Coordinator** meets with the charged party in order to obtain his/her response to the complaint. The response is put in writing by the ~~grievance officer~~ **Title IX Coordinator** and signed by the charged party as a testament to the statement's accuracy.

- ~~3.C.~~ The ~~grievance officer~~ **Title IX Coordinator** holds as many meetings with the parties and witnesses (if any) as are necessary to gather facts. The dates of meetings and the facts gathered are all put in writing. **The investigation is adequate, reliable, impartial and prompt, and allows both parties an equal opportunity to present witnesses and other evidence.**
- ~~4.D.~~ **At the conclusion of the investigation, the Title IX Coordinator prepares a written report summarizing: the evidence gathered during the investigation and whether the allegations were substantiated; whether any Board policies or student or employee codes of conduct were violated; any recommendations for corrective action. The investigation report indicates if any measures must be instituted to protect the alleged victim. Such measures may include, but are not limited to extending any interim measures taken during the investigation. The report also informs the alleged victim of available support services, which at a minimum includes offering school counseling services if the alleged victim is a student.**

### Notice of Outcome

**Both the alleged victim and the accused are provided written notice of the outcome of the complaint.**

~~On the basis of the grievance officer's perception of the problem, he/she will:~~

- ~~1) bring both parties together and attempt to resolve the matter informally through conciliation or~~
- ~~2) formally notify the parties by certified mail of his/her official action relative to the complaint.~~

*(Choose one of the following two paragraphs)*

**The outcome is final and binding.**

**OR**

~~3.~~ If either party disagrees with the decision of the ~~grievance officer~~ **Title IX Coordinator**, he/she may appeal to the Superintendent/~~designee~~. After reviewing the record made by the ~~grievance officer~~ **Title IX Coordinator**, the Superintendent/~~designee~~ may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken. The decision of the Superintendent/~~designee~~ is final.

### **Disciplinary Action**

**Any disciplinary action is carried out in accordance with Board policies, student and employee codes of conduct, State and Federal law, and, when applicable, the negotiated agreement. When recommending discipline, the Title IX Coordinator considers the totality of the circumstances involved, including the ages and maturity levels of those involved. The Title IX Coordinator and the Superintendent determine if a recommendation for expulsion for an accused student or discharge for an accused employee should be made. If this recommendation is made and a hearing is required, the hearing shall be held in accordance with Board policy, State law and/or the negotiated agreement. Both the parties shall have an equal right to attend the hearing, have a representative and parent (if student) present, present evidence, and question witnesses.**

~~If any of the named officials are the charged or charging party, the Board designates an alternate investigator and retains final decision-making authority.~~

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

(Approval date:)

*NOTE: Federal law requires the investigation of all complaints of sexual harassment. Boards of education must have a procedure by which complaints may be reported and investigated. This procedure is provided to assist boards in meeting the requirements of law. Keep the procedural language in its entirety, edit to meet the district's needs or replace with the district's complaint procedures.*

***THIS IS A REQUIRED REGULATION***