

**RESOLVING EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY
COMPLAINTS/GRIEVANCES, INCLUDING SEXUAL HARASSMENT AND
HARASSMENT**

To ensure fairness and consistency, the following review procedure is to be used with regard to problems covered by state and federal equal employment/educational opportunity laws, the district's Affirmative Action Plan, sexual harassment, and/or formal complaints filed pursuant to policies 3705 and 5015 (Prohibition Against Harassment). No staff member's/student's status with the district shall be adversely affected because the staff member/student utilized these procedures, unless a false complaint is filed.

Informal Complaint Process:

Anyone may use informal procedures to report and resolve complaints. Informal reports may be made to any staff member. Staff members shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall inform complainant that the complaint cannot remain confidential and will be shared on a need-to-know basis. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect (building administrator or designee for student to student complaints, administrator for Human Resources if the complaint pertains to an adult).

Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his/her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant.

Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process:

- A. The Title IX/Affirmative Action Officer shall investigate all written complaints of discrimination.
- B. The allegations of discrimination are expected to:
 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; and
 4. be filed with the Title IX/Affirmative Action Officer as soon as possible, but no later than thirty (30) calendar days following the alleged discrimination.
- C. Upon completion of the investigation, the Title IX/Affirmative Action 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.
- D. The superintendent shall respond in writing to the complaining party within thirty (30) calendar days following receipt of the written complaint.
- E. The response by the superintendent shall state either:
1. that the 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.
- 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 Board of Directors by filing a written notice of appeal with the secretary of the Board of Directors on or before the tenth (10th) 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 (20th) day following the filing of the 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 (10th) day following the termination of the hearing and shall provide a copy to all parties involved.