

**NONDISCRIMINATION ON THE BASIS OF SEX
TITLE IX POLICY AND GRIEVANCE PROCEDURE**

The Smith Vocational and Agricultural High School Board of Trustees, in accordance with Title IX of the Education Amendments of 1972, is committed to maintaining an education environment that is safe, supportive, and free from discrimination based on sex, including sexual harassment.

The Board of Trustees will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

This policy, which is adopted pursuant to Title IX of the Education Amendments of 1972 ("Title IX"), prohibits discrimination based on sex, including sexual harassment, in connection with all of the academic, extracurricular, athletic, and other programs of SVAHS, whether on or off school grounds, including on school buses, at sports games, and on field trips. This policy also applies to virtual learning.

Definition of Sexual Harassment – Unwelcome conduct on the basis of sex that satisfies one or more of the following:

- An employee conditioning the provision of an aid, benefit, or service of SVAHS on the student's participation in unwelcome sexual conduct;
- Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the SVAHS education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking (as defined by federal laws)

To be eligible to file a formal complaint of sexual harassment under Title IX, the incident must have occurred in the United States, at SVAHS, or during its programming. Additionally, the Complainant must have been actively participating in or attempting to participate in SVAHS educational programming or activities during the incident.

Title IX Coordinator

SVAHS shall designate an employee to serve as the Title IX Coordinator. The Title IX Coordinator is responsible for coordinating SVAHS response to complaints of sex-based discrimination. All questions regarding Title IX or this policy may be referred to the SVAHS Title IX Coordinator.

SVAHS shall maintain up-to-date information about the Title IX Coordinator, including his or her name, title, office address, and contact information, on the SVAHS website and in student handbooks. The Title IX Coordinator shall also be responsible for publishing this

policy and training the appropriate staff.

Title IX Coordinator is Ms. Rebecca Wanczyk, Student Services Director, A Building,
rwanczyk@smithttec.org, 413-587-1414 ext. 3402.

LEGAL REFS.: Title IX of the Education Amendments of 1972
45 CFR, Part 86, (Federal Register, 6/4/75)
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
BESE 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

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SV AHS TITLE IX PROCEDURES

Reporting Discrimination and Harassment

The following procedures apply to students alleging sex-based discrimination, including sexual harassment. For the SV AHS policy on reporting and investigating other forms of discrimination against students, see the Smith Vocational and Agricultural High School Student Nondiscrimination and Anti-Harassment Policy. For the SV AHS policies on reporting and investigating discrimination against employees, see the Smith Vocational and Agricultural High School Employee Nondiscrimination and Anti-Harassment Policy.

Any employee who becomes aware of conduct that may violate this policy must immediately notify the Title IX Coordinator, regardless of whether there is a formal or written complaint and even if a complainant requests that the employee do nothing. *An employee's failure to notify the Title IX Coordinator of conduct that may violate this policy is its own violation of this policy and will result in discipline.*

In addition, any other person, including students, may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to have been the victim of the conduct. A minor student's parent or guardian (including the parent or guardian of a minor complainant, minor respondent, or minor third party) may act on the student's behalf at any point in SV AHS reporting, investigation, and/or grievance processes.

Definitions

Complainant – A student who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent – A person who has been reported to be the perpetrator of conduct that could constitute sexual harassment. A respondent can be another student, a teacher, an administrator, any other SV AHS employee, or a third party. Respondents will be presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Formal Complaint: A document filed by the Complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment and initiate the Grievance Process. Formal Complaints may be filed with the Title IX Coordinator in person, by mail, or electronic mail. To file a Formal Complaint, the alleged sexual harassment must have occurred in the school's district educational programming or activity, and within the United States. The Title IX Coordinator can also sign a formal complaint on behalf of a complainant.

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has filed. Such measures are designed to restore or preserve equal access to the District's education

and activities, including measures designed to protect the safety of all or the educational environment, or deter sexual harassment.

I. Where to report.

Students are encouraged to report incidents to the Title IX Coordinator or to any trusted employee of SVAHS, such as a teacher, principal, assistant principal, school nurse, guidance counselor or social worker, or coach.

II. When to report.

All complaints should be made as soon as possible. While there is no time limit for making a complaint, the sooner SVAHS knows about the complaint, the sooner it can take steps to stop any discriminatory behavior and remedy its effects.

III. How to report.

Complaints may be made orally or in writing. The contents of a complaint generally should include:

- The complainant's name (if the person making the report is someone other than the complainant, include the reporting person's name as well);
- The name of the alleged perpetrator;
- A description of the conduct, including the date, time, and location;
- The names of any witnesses;
- And requested supportive measures, if any.

Response to Allegations of Sex Discrimination and Harassment

Once SVAHS is on notice of an allegation of conduct that may violate this policy, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures. SVAHS is committed to resolving complaints as soon as possible with the goal of completion within 60 days. However, if required, by good cause, such as the absence of a party, a party's advisor, or a witness; law enforcement or DCF involvement; or the need for accommodations, the parties will be notified of the need for delay. The Title IX Coordinator will consider and discuss the complainant's need for supportive measures, if any.

The Title IX Coordinator will also explain the complainant's option to file a formal complaint, and the process for filing a formal complaint. The Title IX Coordinator will explain that SVAHS has a legal obligation to investigate the allegations in a formal complaint, and that if a formal complaint is not filed, SVAHS may nevertheless still investigate the report (either under this or another applicable policy).

The formal complaint serves as a guiding document throughout the grievance process. The Title IX Coordinator will evaluate the Formal Complaint to determine if the conduct alleged falls within the jurisdiction of Title IX. SVAHS must dismiss a formal complaint if the conduct alleged in the formal complaint:

- would not constitute sexual harassment even if proved,
- did not occur on school grounds or at a school-sponsored activity (which includes virtual learning), or
- took place outside of the United States.

SVAHS may also dismiss a formal complaint if the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint.

If SVAHS dismisses a formal complaint because it does not constitute sexual harassment as contemplated by Title IX, all parties will be notified. A party may appeal SVAHS decision to dismiss a formal complaint by following the Appeals Process set forth below. **The complaint may also be referred for investigation and possible disciplinary action pursuant to other applicable SVAHS policy.**

Supportive Measures

Regardless of whether a complainant chooses to file a formal complaint or not, SVAHS shall offer individualized services to the complainant, which shall be designed to restore or preserve equal access to education, protect student and employee safety, and deter sexual harassment. Examples of supportive measures include, but are not limited to, counseling, extensions of time or other course-related adjustments, modifications of class schedules, campus escort services, and mutual restrictions on contact between the parties. Supportive measures will also be offered to the respondent upon notification of the Formal Complaint.

Investigation of Formal Complaints

1. SVAHS will provide prior written notice of the investigation to all parties. The notice will include, among other things, a copy of this policy and a sufficiently detailed description of the allegations. At a minimum, the notice will specify the identities of the parties involved, the conduct allegedly constituting sex-based discrimination or sexual harassment, and the date and location of the incident, if known.
2. The Title IX Coordinator will select an investigator to conduct an investigation into the allegations in the formal complaint. In some instances, the investigator may be an outside investigator.
3. The investigator will interview the complainant, the respondent, and any witnesses, and gather documents (including electronic data), as appropriate. Examples of evidence that the investigator may consider include e-mails, text messages, social media, photographs, videos, surveillance footage, and medical reports. The parties will be permitted to bring an advisor, such as a parent, guardian, counselor or an attorney, with them to the interview.
4. Before completing an investigative report, the investigator will offer both parties the opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. Both parties will have ten (10) days to submit a written response to the evidence, which the investigator will consider prior to completion of the investigative report.
5. The investigator will create an investigative report that fairly summarizes relevant evidence, and send copies of the report to both parties (and their advisors, if any).
6. Both parties will have the opportunity to submit a written response to the investigative report.
7. All investigations will be:
 - a. Equitable. This means that both parties will have the same opportunities to present their side of the story to the investigator, to present evidence, and to be accompanied by a representative (which could be a parent, attorney, or other person of the party's choosing).
 - b. Objective. This means that the investigator will be free from actual or perceived bias or conflict of interest. It also means that the investigator will consider both inculpatory and exculpatory evidence; that credibility determinations will not be based on a person's status as a complainant, respondent, or witness; and that SVAHS will not require, allow, rely

upon, or otherwise use questions or evidence that constitute, or seek disclosure of, legally privileged information.

- c. Prompt. Temporary delays will be permitted only for good cause (such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities).

Option for Informal Resolution

Where appropriate in light of the nature of the allegations and facts involved, SVAHS may offer the parties the option to pursue an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. All parties must voluntarily agree to the informal resolution after receiving a full written disclosure of the allegations and their options for formal resolution. Informal resolution may not be offered before a Formal Complaint is filed. At any time, the parties can withdraw from the informal resolution and the Grievance Process will resume. Informal Resolution shall not be offered in the event the Respondent is an employee.

Right to Question

Superintendent's designee(s) will allow both parties the opportunity to submit written questions that the party wants asked of any other party or witness. The Superintendent's designee(s) will examine the question for relevance and then pose it to the other party. Then, the Superintendent's designee(s) will then provide each party with the answers to the questions and allow for additional, limited follow-up questions from each party.

While it is not required, SVAHS reserves the right to hold a formal hearing before determining the respondent's responsibility for the alleged conduct. Formal hearings may be conducted live or via videoconferencing technology. The parties may be located in the same room or in separate rooms. At the hearing, each party shall have the right to present witnesses and other evidence on his or her behalf. Each party shall also have the right, through his or her advisor, to cross-examine the other party and any witnesses.

Determination of Responsibility

After the hearing or the written question phase, as the case may be, the Superintendent's designee(s), acting as decision-maker, will apply a preponderance of the evidence standard to determine whether the alleged misconduct has occurred. The decision-maker will only consider evidence that is relevant, and exclude irrelevant evidence. For example, information about a person's sexual predisposition or prior sexual behavior is not relevant. The decision-maker(s) will issue a written decision to both parties at the same time.

If the decision-maker(s) find that the alleged misconduct occurred, the decision-maker(s) will also determine the appropriate disciplinary consequence for the respondent.

Appeals Process

Either party may appeal from SVAHS decision to dismiss a formal complaint or from the decision-maker's determination of responsibility. The appealing party must submit his or her appeal, in writing, to the Superintendent within ten (10) days of receiving the notice of dismissal or determination of responsibility.

Appeals will only be allowed for the following reasons:

- Procedural irregularity that affected the outcome of the matter,
- New evidence that was not reasonably available at the time the determination of responsibility or dismissal was made, that could affect the outcome of the matter, or
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Both parties will be notified of the appeal in writing and will have the opportunity to submit a written statement in support of or challenging the outcome. Appeals will be decided by the Superintendent. The outcome of the appeal will be in writing and issued to both parties at the same time.

Confidentiality

SVAHS will strive to maintain confidentiality throughout the investigatory process to the extent practical and appropriate under the circumstances. SVAHS may, however, have a legal obligation to share information received during an investigation. For example, SVAHS is required to report known and suspected cases of child abuse to the Department of Children, Youth and Families. SVAHS may also have an obligation to report known or suspected violations of the law to local law enforcement.

Discipline

Any student or employee who is determined to have violated this policy will be subject to discipline. Any discipline imposed must be proportionate to the violation, taking into account any relevant disciplinary history and the age and maturity level of the students involved. Examples of disciplinary consequences for violations of this policy include, but are not limited to, removal from extracurricular activities or other school-sponsored events, removal from athletic activities, and suspension (in-school or out-of-school).

Employees found to have violated this policy are similarly subject to discipline including, but not limited to reprimand, suspension, and termination, subject to collective bargaining agreements and state law.

COLLABORATIVE FOR EDUCATIONAL SERVICES

TITLE IX: COMPLIANCE AND THE REGULATIONS' REVISION FOR SCHOOL PERSONNEL

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DEFINITIONS

- In the employment context, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment under Massachusetts law when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's advancement (quid pro quo harassment);

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions;

Such conduct interferes with an individual's job duties; or

The conduct creates an intimidating, hostile or offensive work environment.

- In the educational context, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct ("quid pro quo harassment");

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity ("hostile environment harassment"); or

"Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30)

- "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment
- "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

ACTUAL KNOWLEDGE

Must respond to complaints when have actual knowledge

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to any employee of the district, except that this standard is not met when the only official of the district with actual knowledge is the respondent (where the respondent is an employee). Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. Complaints will be addressed whenever the district has actual knowledge of the allegation.

Other constraints

Title IX now only applies to locations, events, and/ or circumstances in which the school district exercises substantial control.

No longer have to investigate or address off-campus conduct over which the school does not exercise substantial control.

It must have occurred in the school district program.

It does not apply to events that were alleged to have occurred outside the United States.

Time Limits: There is no time limit or statute of limitation on timing to file a formal complaint. However, at the time of filing a formal complaint, an alleged victim must be participating or attempting to participate in a program or activity of the school district.

Upon receipt of actual knowledge, the following has to occur:

Employees notify Title IX Coordinator or people file report directly with Title IX officer

The Title IX Coordinator must then contact the complainant upon receiving the complaint and do the following:

Discuss and offer supportive measures;

Consider the complainant’s wishes with respect to supportive measures;

Explain that supportive measures may be received with or without filing a formal complaint;

Determine whether the complainant wishes to file a formal complaint; and

Explain to the complainant the purpose of filing a formal complaint

Offer Supportive Measures

Complainant and respondents must be offered supportive measures even if they do not file a formal complaint.

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures

DOCUMENT, DOCUMENT, DOCUMENT: The Title IX Coordinator must document in writing the supportive measures offered/provided or why no supportive measures were offered/provided.

FORMAL COMPLAINTS

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the District investigate the allegation of sexual harassment.

If the complainant declines to file a formal complaint, the Title IX Coordinator must consider whether to sign a formal complaint and start an investigation despite the complainant’s preferences.

This decision may be appropriate when safety or similar concerns lead the district to conclude it must investigate and potentially sanction a respondent.

A Title IX Coordinator's decision to override the complainant's decision not to file a formal complaint must be documented in writing along with an explanation of why this decision was necessary.

Dismiss Formal Complaint

May dismiss complaint if:

Would not constitute sexual harassment as defined even if proved

Did not occur in the school district's education program or activity

Did not occur against a person in the United States

The school district must send written notice of any dismissal.

Timeframe

Must be prompt – generally within sixty days, but can be extended for good cause

Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Written notice

Before any investigation can begin, the district must send written notice to both parties including sufficient details. Sufficient details include:

identities of the parties involved in the incident, if known
conduct allegedly constituting sexual harassment,
date and location of the alleged incident, if known.

The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.

The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.

The written notice must inform the parties that the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If additional allegations are added during the course of the investigation, additional written notice must be provided.

INFORMAL RESOLUTION

Can only occur after a formal complaint and written notice has been issued.

Title IX Coordinator can consider offering mediation.

The parties must give written consent to engage in this process.
Informal resolution may not be used if the allegation is against an employee respondent.

Mediator should not prejudge outcome.

Mediation can be shuttle mediation or both parties in the room together, depending on the age, maturity, relationship of the parties.

Set norms for the mediation.

Provide both sides an opportunity to be heard and hear the other side.

Mediator can always stop mediation.

Informal Resolution

Facilitators of informal resolution will be designated by the Title IX Coordinator and must not be biased against any of the parties or have a conflict of interest.

A conflict of interest would typically be a personal financial interest or personal interest that would prevent someone from being impartial.

Informal resolution is entirely voluntary.

If the complainant and the respondent feel that their grievances have been sufficiently addressed via informal resolution, then no further action needs to be taken. This voluntary conversation must occur within five (5) school days after receiving the complaint of discrimination or harassment, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

INVESTIGATION

The Title IX Coordinator will designate an investigator and a decision maker, who may not be the same person.

The investigator must not be biased against any of the parties at the outset of the investigation.

The investigator will be responsible for interviewing parties and witnesses, finding facts, and making determinations related to credibility, all of which will go into a written report.

The investigator must avoid all questions that are protected by legal privilege, unless the privilege has been waived, and should avoid asking about the complainant's sexual history unless it is directly relevant to prove consent to the conduct at issue or to prove that the conduct was committed by someone other than the respondent.

Complainants and respondents have a right to have advisors of their choice participate in all aspects of the proceedings.

During the investigation, each party must be provided an equal opportunity to present both fact and expert witnesses.

CONDUCTING THE INVESTIGATION

Ask open-ended questions, such as who, what, where, when and why

Do not ask leading questions, except as follow-up questions

Offer both sides the opportunity to present witnesses and evidence

Create questions beforehand and try to use the same questions for all parties, as possible

Take notes of the individuals' answers and note any behavioral observations, when appropriate

Start with the complainant, then witnesses, and then the respondent

Do not prejudge the facts at issue

Do not coordinate or collaborate with the decision-maker

Consider whether the information is relevant

Information must have a tendency to prove or disprove a fact, and that fact must be of consequence in determining the action.

For example, if the question is whether someone was sexually harassed by a peer, their grades are irrelevant.

Relevancy

Remoteness in time or place reduces relevancy. Events taking place at times or locations distant from the event at issue are of little or no relevancy.

The similarity of a prior event affects relevancy. Prior events involving different people or objects are of little or no relevancy.

Evidence that a person hid or destroyed evidence, tried to avoid capture, or otherwise behaved as if he or she had a guilty conscience, is usually admissible for the negative inference that the person had something incriminating to hide.

Evidence of motive is usually relevant.

Prior to completion of the investigative report, the school district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

School districts may not limit students' and employees' ability to discuss (i.e., speak or write about) the allegations under investigation, for example with a parent, friend, or other source of emotional support, or with an advocacy organization.

Findings should be written in a factual way in an investigative report. Credibility determinations may not be based on an individual's status as complainant, witness, or respondent.

The investigator must avoid making any final determinations of responsibility for sexual harassment.

Investigative report will be sent to both the complainant and respondent. It will also be sent to the decision-maker.

Report should summarize relevant evidence. Best practice would be to include an explanation of evidence that was excluded based on being irrelevant.

Cannot rely on sex stereotypes in either the investigation or decision-making.

DECISION-MAKING

The decision-maker must not be biased against any of the parties at the outset of this process.

The decision-maker will offer both the complainant and respondent the opportunity to submit proposed relevant, written questions to ask of any party or witness, to respond to questions posed by another party, and to offer additional limited follow-up.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

The decision-maker must consider what is relevant, using the same criteria of relevancy as discussed during the investigation.

After this process is complete, the decision-maker will create a written determination regarding whether sexual harassment has occurred using a preponderance of the evidence standard.

A school district must think about how a reasonable person would view the conduct when determining whether the conduct constitutes sexual harassment. In making this determination, school districts may consider the age and number of parties involved.

Everything about best practices stated during investigation section applies here, such as not prejudging.

The written determination must be issued to both parties simultaneously and must include:

- Identification of the allegations potentially constituting sexual harassment;

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

- Findings of fact supporting the determination;

- Conclusions regarding the application of the recipient's code of conduct to the facts;

- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and

- The district's procedures and permissible bases for the complainant and respondent to appeal (a copy of, or direct reference to, this policy will suffice).

A “preponderance of the evidence” means that it is more likely than not that the alleged conduct occurred.

The decision-maker shall further recommend what action, if any, is required.

If there is a finding that sexual harassment occurred, the school district will provide remedies to the complainant designed to restore or preserve equal access to the school district’s education program or activity. Such remedies may include supportive measures.

Formal disciplinary actions may be imposed in the event that the preponderance of the evidence indicates a violation of this policy, up to and including expulsion or termination. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement.

School district cannot take discipline in the absence of following this formal process. It does not limit the District from removing a student or employee from a program or activity on an emergency basis based on immediate threats to people’s physical health or safety or placing an employee on administrative leave during the pendency of the investigation.

Appeal: Any party may appeal the decision in writing to the Superintendent within fifteen (15) school days of receipt of the findings of the formal procedure or a dismissal on the following bases:

Procedural irregularity that affected the outcome of the matter;

New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The school district will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

Both parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The Superintendent or designee, as a further impartial decision-maker, will review the comprehensiveness and accuracy of the investigation and the conclusions, and issue written findings to both the complainant and respondent within thirty (30) school days of the appeal.

RECORDS/NOTICE

A record will be maintained for a period of seven years of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment and district staff will document the basis for the district's conclusion that its response was not deliberately indifferent.

The school district must notify applicants for employment, parents, employees and all unions of the name or title of the Title IX Coordinator, his or her address, email address and telephone number. The Title IX Coordinator's information must be displayed prominently on the school district's website.

Retaliation prohibited

Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy.

The coordinator or designee will inform all involved individuals that retaliation is prohibited, and that anyone who feels that they have experienced retaliation for filing a complaint or participating in the resolution process should inform the coordinator.

The coordinator will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.

QUESTIONS????