

## **P3260/P4240 Title IX/Discrimination Complaint Procedures**

Any person who feels that the school corporation has discriminated against him/her on the basis of sex may use the complaint procedure explained below or may file a complaint directly to the building principal or the Title IX Coordinator of the school corporation. Filing of a complaint or otherwise reporting sexual discrimination will not reflect upon the individual's status nor will it affect future educational or employment opportunities for the individual. The school corporation's sexual harassment grievance procedure must be followed for complaints alleging sexual harassment.

Any employee who feels that the school corporation has discriminated against him/her on the basis of race, color, age, religion, national origin, and disability should use the complaint procedure set out in this policy.

The right of confidentiality will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **Reporting Sexual Discrimination**

All reports of sexual discrimination will be handled in the following manner:

(a) Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report);

(b) Reports must name the person(s) charged with sexual discrimination and state the facts;

(c) Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the Title IX Coordinator of all filed reports;

(d) The building principal who receives a report shall thoroughly investigate the alleged sexual discrimination and attempt to resolve the matter at the building level;

(e) If the building principal cannot resolve the matter or is one of the persons named in the complaint, the complaint should be referred to the Title IX Coordinator. The Title IX Coordinator should investigate the matter and attempt to resolve the complaint.

(f) The report and the results of the investigation will be presented to the superintendent, and then to the Board of School Trustees in executive session by the superintendent; and

(g) The Board of School Trustees will take whatever action it deems appropriate. The name of the complainant will not be released to the public unless required by law.

Adopted: