



## Human Resource Services

### Process of Investigation of Student-to-Student Harassment or Discrimination

*Confidentiality Rule: Do not delegate calling to anyone else. Do not leave messages that are detailed. Mark all information regarding this matter CONFIDENTIAL.*

**Important Note: At any time during the process, the parent/guardian or student may contact and work directly with the Title IX Officer (Director III, Student and Family Support Services/Student Records).**

#### **STEP I: School Site**

- a) Parent/guardian or student submits a complaint either verbal or in writing to the Principal, Assistant Principal, Counselor, Teacher, Activities Advisor, or any other staff member.
- b) The Principal or Direct Supervisor is responsible for investigating and documenting the process.
- c) The Principal or Direct Supervisor makes a finding and recommendation to resolve the complaint.
- d) A copy of the written findings must be kept at the site and a copy must be sent to the Title IX Officer (Director III, Student and Family Support Services/Student Records) within 10 days of resolution.

At any time during the process, please do not hesitate to contact the Title IX Officer at 643-9425.

#### **STEP II: Title IX Officer**

- a) The Title IX Officer (Director III, Student and Family Support Services/Student Records) receives a Title IX Complaint. The Title IX Officer investigates documenting the process.
- b) The Title IX Officer makes a finding and recommendation to resolve the complaint.
- c) A written finding is filed in the Student and Family Support Services Office and a copy is sent to the school site and parent.

#### **STEP III: Appeal Process**

- a) Appeals can be made directly to the Associate Superintendent, Education-Instructional Services (High Schools, Adult Education, Career and Technical Preparation, Alternative Education).
- b) Make final recommendation to the Superintendent.