

NYE COUNTY SCHOOL DISTRICT
STUDENT INFORMAL COMPLAINT PROCEDURE
Title IX

The District is committed to the prompt and equitable resolution of all reports or complaints of harassment and/or discrimination. An individual may voluntarily choose informal measures but will be informed of the options and timelines available to him/her in formal complaint procedures. An informal process involves informing the individual that his/her behavior is inappropriate. Such notice can involve a face-to-face meeting or may be in writing.

Procedures

Step One: Oral or written complaint is filed with school principal, unless the principal is the target of the complaint. Under such circumstances, complaint is filed with the Title IX Coordinator. The student may also choose to initiate informal complaint action through the school counselor or other school employee. The counselor or other school employee shall then inform the principal.

Step Two: Parent/guardian will be notified by the principal/designee of receipt of complaint within five (5) school days. Notice may be verbal or in writing. In student-to-student complaints, parent/guardian of both students will be notified within five (5) school days.

Step Three: Principal or designee shall make reasonable effort to resolve the complaint informally within five (5) school days.

Prompt attention and appropriate disciplinary action designed to immediately stop the harassment and prevent recurrence will be taken if an investigation reveals discrimination/harassment has occurred. Appropriate disciplinary action will be immediately implemented if the allegations are substantiated. Disciplinary action may include suspension.

The student retains the right to file formal complaint at any point during the informal process.

A report of discrimination, harassment, sexual harassment or intimidation and the investigation are confidential to the extent practical, for the protection of all parties involved.

Pending completion of the informal complaint, the principal/designee will take appropriate action to protect the alleged victim during complaint review.

Student targets of harassment/discrimination have the option of meeting with the school counselor and/or other support personnel as appropriate in assisting the student.

Individuals perpetuating false or fabricated accusations will be held responsible for their actions and may be subject to disciplinary action which may include suspension.

The principal/designee is to maintain documentation of the informal complaint and resolution. Timelines may be waived upon mutual consent or a showing of good cause.

**NYE COUNTY SCHOOL DISTRICT
STUDENT INFORMAL DISCRIMINATION/HARASSMENT
TITLE IX COMPLAINT FORM**

Grievant (Student) Name

Date of Incident

School

Grade

Description of
Discrimination/
Harassment:

Name(s) of
individual(s)
alleged to be
involved:

Name(s) of
individual(s)
who may have
witnessed or
have knowledge
of alleged
incident:

Grievant (Student) Signature

Date

Received by:

Date

STUDENT FORMAL COMPLAINT PROCEDURE

TITLE IX

- Step One:** Written formal complaint filed with the school principal or may be filed at District Office.
- Step Two:** Principal/designee forwards written formal complaint to the Title IX Coordinator, if complaint not originally filed at District Office.
- Step Three:** Title IX Coordinator shall cause initiation of a formal investigation within five (5) working days of receipt of complaint form.
- Step Four:** Parent/guardian of student(s) verbally notified of investigation prior to onset whenever feasible.
- Step Five:** An impartial investigator shall:
(1) Interview individuals who have, or may have, information pertaining to the issue
(2) Examine relevant written documentation
- Step Six:** Impartial investigator shall determine if the allegations are substantiated based upon a finding of fact. Written report of findings shall be submitted to the Title IX Coordinator.
- Step Seven:** The Title IX Coordinator shall provide written notice of the results of the investigation to the appropriate parties.

Resolution may be appealed to the Superintendent. The Superintendent will, within ten (1) school days, review the findings of the investigation and determine if further investigation is warranted. The Superintendent's resolution may be appealed to the Board of Trustees.

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A report of discrimination, harassment, sexual harassment or intimidation and the investigation are confidential to the extent practical, for the protection of all parties involved.

Pending completion of the formal complaint, the principal/designee will take appropriate action necessary to protect the alleged victim during complaint review.

Student targets of harassment/discrimination have the option of meeting with the school counselor and/or other support personnel as appropriate in assisting the student.

Individuals perpetuating false or fabricated accusations will be held responsible for their actions and may be subject to disciplinary action which may include suspension.

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