

SOUTH LYON COMMUNITY SCHOOLS

Acknowledgement Form for Sex-Based Harassment and Anti-Harassment

My signature below indicates that I have received, read and understand the Sex-Based Harassment Policy 336/5518 and the Employee Manual insert on Anti-Harassment.

Signature

Date

Print Name

Position

**PROHIBITING HARASSMENT AND DISCRIMINATION ON THE BASIS OF SEX
PURSUANT TO TITLE IX**

POLICY AGAINST SEX DISCRIMINATION

In accordance with applicable law, including Title IX of the Education Amendments of 1972 and the Elliott Larsen Civil Rights Act, it is the policy of the South Lyon Community Schools (“the District”) that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity on the basis of sex. A student may not, on the basis of sex, be limited in the enjoyment of any right, privilege, advantage, or opportunity, including courses, extracurricular activities, benefits, and facilities. “On the basis of sex” includes sexual orientation and gender identity/expression.

PROHIBITION AGAINST SEXUAL HARASSMENT

The policy against sex discrimination includes a prohibition against sexual harassment directed at employees or students. Sexual harassment consists of sexual advances, sexual gestures, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome and that limits or denies, on the basis of sex, a student’s ability to participate in or benefit from an educational program.

This policy prohibits sexual harassment and/or discrimination by an employee or agent of the District, by another student, and by third parties who come in contact with students or staff at school or at school-related activities.

TITLE IX COORDINATOR

The District has designated a Title IX Coordinator, who is responsible for the District’s overall compliance with Title IX. This includes directing the investigation of complaints and reports of sex discrimination and harassment and assuring that prompt and effective corrective action is taken. The name and contact information of the Title IX Coordinator will be published annually. The Title IX Coordinator is:

**Mr. Ben Kirby
Assistant Superintendent for Administrative Services
South Lyon Community Schools
345 South Warren
South Lyon, MI 48178
(248) 573-8130
kirbyb@slcs.us**

COMPLAINT PROCEDURE

Parents, students, and employees are always encouraged to advise District representatives of concerns they may have with respect to harassment or discrimination, including sex-based harassment or discrimination (“informal process”). However, complaining parties should be aware that when District representatives are made aware of concerns which could reasonably be considered harassment or discrimination based on sex, the District will commence procedures consistent with the provisions of this policy to investigate those concerns (“formal process”).

Notwithstanding the foregoing, parents, students, and employees are encouraged to promptly submit a complaint or provide information about suspected sex discrimination or harassment so that the District can take appropriate action to resolve the situation. A parent, student, or employee should make the complaint or report by contacting the District’s Title IX Coordinator. Recognizing that parents, students, or employees may submit complaints to a building administrator, supervisor, school counselor, or social worker, it is the District’s expectation that any staff member receiving a complaint of discrimination or harassment on the basis of sex must provide the complaining party with the name and contact information of the Title IX Coordinator **and** advise the Title IX Coordinator of the complaint and provide the Title IX Coordinator with the contact information of the complaining party.

Every District employee is required to promptly report to the Title IX Coordinator suspected sex discrimination or harassment of a student or employee, whether it is based on the employee witnessing such conduct or on information from the student or employee or a third party. Employees are encouraged to make these required reports in writing, even if a verbal report is also made.

No individual who believes he/she has been discriminated against or harassed on the basis of sex will be required or compelled to work out or mediate the concern with the individual alleged to be harassing him or her. This does not prohibit a complaining party from requesting an opportunity to mediate a concern with an individual alleged to have harassed him or her.

INVESTIGATION AND CORRECTIVE ACTION

The Title IX Coordinator or his/her designee will promptly conduct an investigation into complaints and/or reports of sex discrimination and/or harassment, if such complaints or reports could reasonably be considered discrimination and/or harassment. The impartial investigation will include the opportunity to identify witnesses and other evidence. The investigation will be completed in a timely manner; depending on the nature and complexity of the issues, an adequate and reliable investigation should generally take no more than

30 calendar days. The District will use the “preponderance of the evidence” as the appropriate standard for investigating allegations of harassment.

The Title IX Coordinator will assist the building principal or supervisor in determining whether to take interim measures during the investigation and whether the District is required to report the incident that is the subject of the complaint to Child Protective Services.

At the conclusion of any investigation, the Title IX Coordinator will report the result to the Superintendent, including, where appropriate, a recommendation for reasonable, timely, age-appropriate, and effective correction action. The Superintendent and/or his/her designee may impose discipline up to and including a recommendation for employee termination or student expulsion. The Title IX Coordinator and/or his/her designee will advise, in writing and subject to applicable privacy laws, the complaining party and the person accused of misconduct as to the outcome of the investigation, namely whether the allegations were found to be substantiated, and of the opportunity to appeal the determination.

Any party involved in an investigation into allegations of harassment, including sex-based harassment, who believes that the District's investigation reached an incorrect result, may appeal the findings to the Superintendent within 10 calendar days of the written notification of investigation outcome. In the event that the allegations of harassment directly involve allegations of harassment against the Superintendent, the appeal will be directed to the Board President. The decision of the Superintendent (or Board President) on the appeal is final and not subject to additional appeal. The Superintendent (or Board President) shall provide notice of the outcome of the appeal in writing to the appealing party.

The District will take all appropriate steps to ensure that the effects of harassment, if established, are promptly remedied. The District will remedy the effects of harassment, including sex-based harassment, in a manner that is appropriate under the circumstances.

CONTACT INFORMATION FOR OCR

Any individual who believes that he/she was the victim of harassment, including sex-based harassment, always has the right file a complaint with the Office for Civil Rights ("OCR") at any time:

U.S. Department of Education
Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

The District recommends that individuals who believe they have been subjected to harassment, including sex-based harassment, also file a complaint with the District, in order to ensure that the District is able to take steps to prevent any further harassment or discrimination and discipline the perpetrator, if necessary.

GUIDELINES

The Superintendent or his/her designee shall create administrative guidelines and arrange for appropriate training for implementation of this policy. The guidelines will include complaint procedures providing for prompt and equitable resolution of complaints alleging sex discrimination or harassment of a student.

This policy should be read in conjunction with the District's general anti-harassment policy and procedures for reporting abuse and neglect to Child Protective Services.

Adopted October 17, 2016