

**Race, Color, and National Origin Harassment/Discrimination Complaint
Procedures**

COMPLAINT PROCEDURES**A. Informal Adjustment**

All incidents or complaints of alleged racial harassment/discrimination shall be brought to the immediate attention of the Principal, assistant Principal, counselor, Superintendent or the Superintendent's designee who shall investigate and attempt to resolve the matter informally. Any employee or student who alleges or witnesses racial harassment/discrimination can initially request the matter be treated under this section regarding informal adjustment. If a complaint against a student is resolved informally to the satisfaction of the complainant, the only documentation regarding the complaint and resolution shall be kept in a separate file which is not part of a student's personal file in the Principal's office. If a complaint is leveled against an employee and the matter is resolved informally to the satisfaction of the complainant, the only documentation regarding the complaint and resolution shall be kept in a separate file at the Superintendent's office which is not part of an employee's personnel file. Said file shall not be open to public inspection and shall only be involved in litigation or threat of litigation wherein the records are relevant. The informal adjustment procedure can only be designated on one occasion when the allegation involves the same complainant and alleged perpetrator.

B. Any person who alleges racial harassment/discrimination by any employee or student in the school District may use the complaint procedure explained below or may complain directly to his or her immediate supervisor, building Principal, or the Title VI complaint designee of the school District. Filing a complaint or otherwise reporting racial harassment/discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

C. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school District legal obligations and the necessity to investigate allegations of racial misconduct and to take corrective action when this conduct has occurred.

D. Reporting Racial Harassment/discrimination

All reports of racial harassment/discrimination shall be reported immediately and handled in the following manner:

- a) Reports must be in writing on forms supplied by the Grant County School District (if a verbal complaint is made, the school official must file a written report);
- b) Reports must name the person(s) charged with racial harassment/discrimination and state the facts;
- c) Reports must be presented to the building Principal, or his/her designee, where the alleged conduct took place. The building Principal, or his/her designee, shall inform the Superintendent of schools, or his/her designee, of all filed reports within three working days;
- d) If the building Principal is the alleged perpetrator, the report shall be submitted to the Superintendent of schools or his/her designee;

Race, Color, and National Origin Harassment/Discrimination Complaint Procedures

- e) The building Principal or designee who receives a report shall investigate the alleged racial harassment/discrimination immediately. The investigation will include interviews of the parties involved in the incident, as well as any witnesses to the incident. If available, the investigator will review any video or audio recordings of the incident.
- f) The report and the results of the investigation will be presented to the Superintendent of schools within thirty working days of the date the report was filed;
- g) Within five working days of receiving the results of the investigation the Superintendent of schools shall take whatever action is deemed appropriate. The alleged victim's name will not be released to the public unless required by law.
- h) All documents related to complaints of racial harassment/discrimination which are determined to be groundless or inconclusive shall be kept in the Superintendent's office in a separate file and shall not be a part of the employee's personnel file or student's file. Said file shall not be open to public inspection and shall only be available in the event the Grant County School District is involved in litigation or threat of litigation wherein the records are relevant.
- i) Staff charged with the responsibility of investigating racial harassment/discrimination complaints shall make their determination as to whether harassment/discrimination occurred based on the preponderance of evidence standards. In other words, is it more probable than not that harassment/discrimination occurred as reported in the complaint or report?

Review/Revised:8/13/2015