

**METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY
SEXUAL DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES**

- A. Any employee or student who feels that the school corporation, another student, or an employee has discriminated against him/her on the basis of sex or sexually harassed him/her may use the complaint procedure explained below or may complain directly to the building principal, the assistant superintendent or the Title IX complaint designee 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 opportunities for the individual.

- B. 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.

- C. Reporting Sexual Discrimination/Sexual Harassment

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 assistant superintendent and the Title IX complaint officer of all filed reports;

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

- (e) If the building principal cannot resolve the matter or is one of the person(s) named in the complaint, the complaint should be referred to the assistant superintendent or the Title IX complaint officer. The Title

IX officer/assistant superintendent 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. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action s/he deems appropriate.
- (g) The Board of Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The name of the complainant will not be released to the public unless required by law.

Title IX Complaint Officer: Cyndi Nusbaum
Assistant Superintendent: