



Policy 3085 – Sexual Harassment, Discrimination, and Retaliation Policy

Policy Purpose

The purpose of this policy is to promote working and learning environments that are free from sex and gender-based harassment, discrimination, and retaliation, and to affirm **Preston School District #201**'s commitment to non-discrimination, equity in education and equal opportunity for employment.

Scope of Policy

This policy applies to all members of **Preston School District #201**'s community, including students, employees, and other members of the public including guests, visitors, volunteers, and invitees.

Policy Statement

Preston School District #201 is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and [District] employees.

Title IX Coordinator

The **Federal Program Director** serves as **Preston School District #201**'s Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating the District's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex and gender-based harassment, discrimination, and retaliation prohibited under this policy. The Title IX Coordinator acts with independence and authority and is free from bias and conflicts of interest.

To raise any concern involving bias, conflict of interest, misconduct or discrimination committed by the Title IX Coordinator, contact the **Superintendent** at **105 E 2nd S; Preston, ID 83263** or **(208)852-0283**.



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[NOTE: Positions the District may select to handle these reports include the District Superintendent or Human Resources Director if they are not also the Title IX Coordinator, or someone who meets the description of any of the three numbered points listed below.]

If the District's Title IX Coordinator is the subject of any complaint regarding sex or gender-based harassment or has an apparent bias or conflict of interest regarding such a case, another person shall be appointed to act as the Title IX Coordinator for handling that case. Such appointees may include, but are not limited to:

1. The Title IX Coordinator of another school district which the District has an agreement with;
2. Another employee of the District who is qualified and trained to address the matter, such as a deputy Title IX Coordinator;
3. A qualified and trained individual who enters into a professional services contract with the District; including but not limited to the District's legal counsel and/or contracted Human Resources or Title IX professionals.

Concerns of bias, conflict of interest, misconduct, or discrimination committed by any other official involved in the implementation of this policy or related grievance processes should be raised with the Title IX Coordinator.

Mandatory Reporters

Preston School District #201 has classified all employees as mandatory reporters of any knowledge they have that a member of the District community experienced sex or gender-based harassment, discrimination, and/or retaliation. Accordingly, all District employees must promptly report actual or suspected sex and gender-based harassment, discrimination, and/or retaliation to the Title IX Coordinator. District employees must share with the Title IX Coordinator all known details of a report made to them in the course of their employment, as well as all details of behaviors under this policy that they observe or have knowledge of. Failure of a District employee to report an incident of sex or gender-based harassment, discrimination, or retaliation to the Title IX Coordinator of which they become aware is a violation of this policy and can be subject to disciplinary action for failure to comply.

In addition, District employees must also report allegations of suspected child abuse and/or neglect to either law enforcement or the Idaho Department of Health and Welfare as described in **Policy 5260 OR the Board's policy on reporting suspected abuse, abandonment, or neglect**.

Contact Information



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Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and related procedures, may be made internally to **Preston School District #201** Title IX Coordinator (~~or deputies, if applicable~~) using the contact information below:

**Preston School District #201
Office of Title IX Coordinator
105 E 2nd S
Preston, ID 83263
(208) 852-0283
psd201.org**

~~[NOTE: Include all relevant Title IX Team members here as well, and, if applicable, the general delineated responsibilities of each. i.e. any deputy coordinators]~~

External inquiries can be made to the U.S. Department of Education, Office for Civil Rights, Region 10, using the contact information below:

Seattle Office
Office for Civil Rights
U.S. Department of Education
915 Second Avenue, #3310
Seattle, WA 98174-1099
OCR.Seattle@ed.gov
1-800-877-8339

Notice/Formal Complaints of Sex and Gender-Based Harassment, Discrimination, and/or Retaliation

Notice or formal complaints of sex or gender-based harassment, discrimination, and/or retaliation may be made using any of the following options:

1. File a complaint with, or give verbal notice to, the Title IX Coordinator (or deputy/deputies, if applicable). Such a report may be made at any time, including during non-business hours, by using the telephone number, email address, or by mail to the office address listed for the Title IX Coordinator (or any other official as listed above).
2. Report online, using the reporting form posted at psd201.org
3. Report by phone at **(208) 852-0283**
4. ~~[Add any other reporting options, if applicable.]~~



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When notice is received regarding conduct that may constitute Title IX sexual harassment, **Preston School District #201** shall provide information about supportive measures and how to file a formal complaint, as described in 3085P.

[NOTE: The above sentence addresses Title IX's requirement to reach out to alleged victims to offer supportive measures and discuss how to file a formal complaint after receiving a report of possible Title IX sexual harassment. If offering supportive measures to an alleged victim and discussing how to file a formal complaint always follows a report of sexual harassment, irrespective of whether it falls into Title IX, information on that practice would be included here.]

A formal complaint means a document filed/signed by the alleged victim or signed by the Title IX Coordinator alleging an individual violated this policy and requesting that the District investigate the allegation(s). As used in this paragraph, the phrase "document filed/signed by the alleged victim" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the District, if applicable) that contains the alleged victim's physical or digital signature, or otherwise indicates that the alleged victim is the person filing the complaint. For example, an alleged victim may send an email to the Title IX Coordinator, identify themselves as the alleged victim and the one sending the email, to file a formal complaint. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the alleged victim to ensure that it is filed correctly.

Parents and legal guardians of primary and secondary school students who have the legal authority to act on their child's behalf may file a formal complaint on behalf of their child.

Grievance Processes

When a formal complaint is made alleging that this policy was violated, the allegations are subject to resolution using one of **Preston School District #201's** grievance processes noted below, as determined by the Title IX Coordinator. All processes provide for a prompt, fair, and impartial process.

1. For formal complaints regarding conduct that may constitute Title IX sexual harassment involving students or employees, the District will implement procedures detailed in Procedure 3085P.
2. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where students are the accused party, and that do not constitute Title IX sexual harassment, the District will implement procedures described in **policy and grievance procedure**.

~~[insert applicable procedures, which may include: Student Code of Conduct,~~



~~Uniform Grievance Procedure if no adjudication procedures are included in the Student Code of Conduct, General Bullying, Harassment and Intimidation procedures, Relationship Abuse and Sexual Assault Prevention and Response procedures].~~

3. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where employees are the accused party, and that do not constitute Title IX sexual harassment, the District will implement procedures described in ~~policy and grievance procedure. [insert applicable procedures, which may include: Uniform Grievance Procedure, Certificated/Non-certificated Staff Grievance Procedure]~~
4. ~~[Add any additional procedures, such as those involving volunteers, invitees, guests, etc. if applicable]~~

Legal Reference:

Legal References	Description
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
Cross References	

Code	Description
3270	<u>District-Provided Access to Electronic Information, Services, and Networks</u>
3270-P(1)	<u>District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks</u>
3270-F(1)	<u>District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT</u>
3285	<u>Relationship Abuse and Sexual Assault Prevention and Response</u>
3290	<u>Sexual Harassment/Intimidation of Students</u>
3290-F(1)	<u>Sexual Harassment/Intimidation of Students - Reporting Form for Students</u>
3295	<u>Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying</u>
3295-P(1)	<u>Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying</u>
3295-F(1)	<u>Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying - COMPLAINT FORM</u>



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Code	Description
3297	<u>Names, Pronouns, and Titles</u>
3330	<u>Student Discipline</u>
4110	<u>Public Complaints</u>
4120	<u>Uniform Grievance Procedure</u>
4120-F(1)	<u>Uniform Grievance Procedure</u>
4600	<u>Volunteer Assistance</u>
4600-P(1)	<u>Volunteer Assistance - Volunteer Assistance Procedures</u>
4600-F(1)	<u>Volunteer Assistance - VOLUNTEER APPLICATION</u>
4600-F(2)	<u>Volunteer Assistance - Request for Public Records</u>
4600-F(3)	<u>Volunteer Assistance - Authorization to Release Information</u>
5240	<u>Sexual Harassment/Intimidation in the Workplace</u>
	<u>Sexual Harassment/Intimidation in the Workplace - Sexual Harassment/Intimidation in the Workplace Policy Acknowledgment</u>
5240-F(1)	
5250	<u>Certificated Staff Grievances</u>
5275	<u>Adult Sexual Misconduct</u>
5500	<u>Personnel Records</u>
	<u>Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts</u>
5500-P(1)	
5800	<u>Classified Employment, Assignment, and Grievance</u>
	<u>Classified Employment, Assignment, and Grievance - Classified Employee Grievance Procedure</u>
5800-P(1)	

Adopted:

Revised:

Reviewed: