

## Lyon County School District Board Memo

**Date:** July 22, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Updates Policy GL- Staff Complaints

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**Recommendation:** That the Board of School Trustees review and approve the proposed revisions to LCSD Policy GL, Staff Complaints, as a first reading.

### **Background Information:**

The Lyon County School District (LCSD) is updating its staff complaint policy (Policy #GL) pertaining to allegations of prohibited conduct, including bullying, cyber-bullying, harassment, sexual harassment, intimidation, retaliation, and discrimination. The policy was last updated August 27, 2024 with updated timelines and definitions aligned to NRS 388.122.

**Policy Overview:** The updated policy outlines employee and administrator responsibilities, as well as the complaint and investigation processes. Changes were made in language, including but not limited to adjusting “bullying, harassment, and sexual harassment” to “prohibited conduct and/or behavior.” “Cyber-bullying” was added to the language, as well as noted investigatory timeline adjustments to ensure expedient but thorough investigation processes for the complainant.

The policy also introduces a process for dismissing "vexatious" or "repeated" complaints, which are defined as those made maliciously, frivolously, without reasonable grounds, or containing substantially the same allegations as a prior resolved complaint. If a complaint is dismissed as vexatious or repeated, no record will be maintained in the employee's personnel file, and it cannot be used in future disciplinary proceedings. Complainants will be notified in writing if their complaint is dismissed, and the reasons for dismissal. Appeals of investigation conclusions can be made in writing within 10 working days of receiving the report, based on procedural error or new evidence.

**Budget Considerations:** There is no direct budget implication associated with these policy revisions.

**Discussed at Previous Meeting:** August 27, 2024

**Attachment(s):** Policy GL- Staff Complaints

***Mission Statement** Lyon County School District fosters learning for life, empowers connected learners, promotes student ownership, and encourages discovery learning for success in a rapidly evolving world.*