

Harassment/Discrimination & Race,
Color, & National Origin
Harassment/Discrimination Training

Grant County Schools

Public Notice
Grant County Board of Education
Notice of Non-Discrimination

Students, their families, employees and potential employees of the Grant County School System are hereby notified that the Grant County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, vocational programs, or activities as set forth in compliance with federal and state statutes and regulations.

Any person having inquiries concerning Grant County School's compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

Heather Clay, Assistant Superintendent of Student Instructional Services
Grant County Schools
820 Arnie Risen Blvd.

Williamstown, KY, 41097

(859) 824-3323

heather.clay@grant.kyschools.us

The Grant County School System offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12: Agriculture, Business and Office Technology, Health Services, Automotive Technology, Information Technology, Biomedical Science, Pre-Engineering, Welding, Electrical Technology, and Family and Consumer Sciences. Persons seeking further information concerning the vocational education offerings and specific pre-requisite criteria should contact:

Larry Butler, Associate Principal
Grant County High School
715 Warsaw Road
Dry Ridge, KY, 41035

(859) 824-9739

john.sanders@grant.kyschools.us

To obtain this information in a language other than English, call (859) 824-3323.

Harassment/Discrimination Policy

Grant County Schools

- The Harassment/Discrimination & Race, Color, and National Origin Harassment/Discrimination Policies are located at each Building, the Grant County Board of Education, and the District Website

RESPONSIBILITY TO REPORT

School-based harassment is a violation of Title VI and Title VII of the Civil Rights Act of 1964 and of Title IX of the Education Amendments of 1972 (see page 61, Legal Foundations). Schools are responsible for illegal actions they know about or should have known about and are obligated to prevent harassment in the school by anyone. This means districts must react to harassment of students and employees at the hands of employees, non-employees, and students.

Federal law requires schools to have a policy against race and sex discrimination and to notify employees, students, and parents of the policy. Compliance includes monitoring and implementing proactive efforts to foster prevention. Under Title IX, schools also are required to adopt and publish grievance procedures for resolving discrimination complaints, including harassment. In addition, schools are required to have at least one employee responsible for coordinating efforts to comply with Title IX.

RESPONSIBILITY TO REPORT CONT'D

All staff shall report incidents of racial and other forms of harassment/discrimination that they witness or learn of immediately to the appropriate person as identified below. The District will encourage students to immediately report incidents of harassment.

Harassment/Discrimination Policy

- Students Guidelines

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal/Designee is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

For specific guidelines and timelines, please refer to Grant County Board Policy 09.42811

Harassment/Discrimination Policy

- Certified & Classified Guidelines

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

For specific guidelines and timelines, please refer to Grant County Board Policy 03.262 (Classified) & 03.162 (Certified)

Harassment/Discrimination

- **DEFINITION**

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions in this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

Guidelines on Reporting

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.
2. A process to identify and implement, within five (5) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
 - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
 - such other measures as determined by the Superintendent/designee.

Types of Racial Harassment

Racial harassment/discrimination consists of unwelcome racial comments, and other inappropriate verbal or physical conduct of a racial nature when made by any employee to a student, when made by any employee to another employee, when made by any student to another student, or student to employee including but not limited to, situations where:

1. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
2. An employee or a student engages in racial harassment/discrimination against another employee or student respectively, and denial of an employment or educational opportunity occurs as a result of the racial harassment/discrimination.
3. Such conduct is engaged in by volunteers and/or non-employees over which the school District has some degree of control of their behavior while on school property.
4. The harassment/discrimination prohibited in this policy can occur on school property, including school buses or other vehicles, or at school events away from school locations.
5. The harassment/discrimination prohibited by this policy may be either physical or verbal, including all forms of written communications

Administrators and supervisors who either engage in racial harassment/discrimination either directly or indirectly, or tolerate such conduct by other employees or students shall be subject to disciplinary actions subject to this policy and to state law due process requirements. All staffs who witness such conduct should, when feasible and safe, intercede to immediately end the harassment/discrimination.

Employees who engage in racial harassment/discrimination shall be subject to disciplinary actions as defined in this policy, and due process requirements.

Guidelines on Reporting

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. The District will utilize a preponderance of evidence standard to determine whether the reported harassment/discrimination occurred. A written report of all findings of the investigation shall be completed within ten (10) business days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The District will provide notice of the outcome of any such investigations of harassment to the extent permitted by other applicable federal and state student records privacy requirements to all parties involved.
1. A process to identify and implement, within five (5) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.

Guidelines on Reporting

3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:

- * written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
- * such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.

4. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and

Guidelines on Reporting

5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.
6. Directives to all staff of their duty to report all incidents of student-on-student harassment that they witness or of which they have received reports or information.
7. The District's Assistant Superintendent of Student Instructional Services will maintain a file of all reports of incidents of harassment.

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.



COMPLAINT PROCEDURES CONTINUED

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

All reports of racial harassment 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); See 02.21 AP. 22
- a) Reports must name the person(s) charged with racial harassment/discrimination and state the facts;
- a) 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;

D. Reporting Racial Harassment

- e) The building Principal or designee who receives a report shall investigate and document 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) The principal or designee will provide a written notice to both parties of the outcome of the investigation to the extent permitted by federal and state student educational records privacy laws.
- h) Within ten working days of receiving the results of the investigation the Superintendent of schools shall review the information obtained during the investigation and take whatever action is deemed appropriate. The alleged victim's name will not be released to the public unless required by law.
- i) 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.
- j) 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?

SERVICES FOR CONFIRMED VICTIMS OF HARASSMENT

The District will offer counseling and/or academic services to any person found to have been subjected to harassment on the basis of race, color or national origin and, where appropriate, to the person who committed the harassment.

SANCTIONS FOR MISCONDUCT

- A. A substantiated charge against an employee in the school district shall subject such employee to disciplinary action including but not limited to warning, suspension, and/or discharge. The discipline shall comply with state law.
- B. A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension and/or expulsion consistent with state law.

RETALIATION PROHIBITED:

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

FALSE REPORTING

Any person who knowingly files false charges against an employee or a student under this policy shall be subject to disciplinary action consistent with school policy and state law.

NOTIFICATION

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

Notice of the policy will be circulated to all schools and departments of the Grant County School District and incorporated in each employee handbook, student handbook, District website, and through annual training.

The person responsible for overall promulgation and enforcement of this Policy, as well as annual training for all staff and students on this policy is the Director of Student Instructional Services. The Director of Student Instructional Services can be contacted at 859-824-3323 at the Grant County Board of Education Office.

Heather R. Clay

Assistant Superintendent of Student Instructional Services

(859) 824-3323

Heather.clay@grant.kyschools.us

Examples of Harassment:

Harassment is unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group on the basis of race, sex, or national origin. OCR guidance for investigating incidents of racial and sexual harassment includes analysis of the severity, pervasiveness, and persistence of the behavior. Specifically, harassment can be:

- * Name calling
- * Slurs that are racial, sexual, or ethnic in nature or based on sex stereotypes
- * Jokes that are racial, sexual, or ethnic in nature or based on sex stereotypes
- * Graffiti which is racial, sexual, ethnic in nature, or based on sex stereotypes
- * Rape or sexual assault—actual, attempted, or threatened
- * Turning discussions to sexual topics, sexual innuendos or stories; asking about sexual fantasies, preferences, or history
- * Vandalism
- * Unwanted looks or gestures (for example, deliberate touching, leaning over, cornering, or pinching)
- * Repeated unwanted letters, texts or telephone calls
- * Materials of a racist or sexual nature
- * Displaying or distributing drawings that are sexually explicit, racially or ethnically demeaning, or predicated on sex stereotypes
- * Pressure for sex favors
- * Telling lies or spreading rumors about an individual's personal life
- * Comments about a person's anatomy or looks; persistent personal questions about social or sexual life
- * Giving unwanted personal gifts; hanging around a person
- * Making sexist or racist gestures with hands or through body movements
 - Spreading rumors about or rating other students as to sexual activity or performance

Harassers Can Be Anyone

School-based harassment can happen between adults, between students, or between an adult and a student. It can occur between people of different races and both sexes or between people of the same race or sex. Harassers can be young.

Indications of Unexpressed Harassment

Increased absences

Personality problems

Changes in personality or behavior

Decreased productivity

Anxiety

Depression

Patterns To Watch For:

Discriminatory actions

Harsher sanctions for members of certain racial or ethnic groups or for one sex

Bias in positive attention (praise, help, encouragement)

Bias in selection of curriculum

Denial of racist, sexist, or ethnocentric actions

<http://educationnorthwest.org/sites/default/files/2001harass.pdf>

Disciplinary Measures for Violations of
Race, Color, & National Origin
Harassment/Discrimination or
Harassment/Discrimination Policy

*** Reference Student Code of Conduct Handbook**

Title IX Contacts

District:

Heather Clay, Assistant Superintendent of Student Instructional Services

Schools:

Grant County High School: Larry Butler

Grant County Middle School: Craig Smith

Crittenden-Mt. Zion Elementary: Sarah Pinson

Dry Ridge Elementary: Allie Caudill

Mason Corinth Elementary: Jillian Buntin

Sherman Elementary: Michael Dimera