

ADMINISTRATIVE REGULATION

APPROVED: May 10, 2016

REVISED:

CENTENNIAL SCHOOL DISTRICT

248-AR-0. REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

School Building: _____

Date of Alleged Incident(s): _____

Alleged harassment is based on: _____

Name of person you believe violated the District's unlawful harassment policy:

If the alleged harassment was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: _____

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

CENTENNIAL SCHOOL DISTRICT

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248-AR-1. NOTICE TO COMPLAINANT OF UNLAWFUL HARASSMENT

To: _____

From: _____

Date: _____

The elimination of improper conduct, including unlawful harassment, is a high priority for the School District. It is the established policy of the School District to prohibit all forms of improper conduct, including unlawful harassment. A copy of the School District’s policy is attached, and we urge that you read it and become familiar with its provisions. However, we would like to use this notice to highlight certain information:

1. The School District’s Compliance Officer is the Assistant Superintendent. If you have any questions, you may contact the Compliance Officer at the following address and telephone number:

2. The School District will investigate the allegations of improper conduct that you have brought to its attention. The investigation will be conducted by the building principal. If you have any questions of the School District’s investigator, you may contact the investigator at the following address and telephone number:

3. During the investigation, you have the right to: (a) provide the School District with information and documentation concerning the alleged improper conduct; (b) advise the School District of the identity and location of any possible witness; and (c) all other rights set forth in Applicable Law or in School District policy.

4. The School District is interested in knowing what actions you are seeking in response to the harassment. Although the law does not require that the School District comply with requested action in order to eliminate unlawful harassment, a collaborative dialogue may be a useful tool in ensuring that unlawful harassment is eliminated.
5. The School District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The School District is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the School District being able to fulfill its commitment to eliminate unlawful harassment.
6. School District employees and students who are alleged to be perpetrators of unlawful harassment may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the School District will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the School District to remediate any unlawful harassment that may have occurred, please feel free to contact the Compliance Officer or the investigator identified previously in the notice.
7. If you are dissatisfied with the progress of the investigation, the progress of the making of the decision, or the decision reached, you have the right under the policy to appeal to the Board of School Directors. You may file an appeal by_____.
8. If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the School District will follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask that you notify the Compliance Officer and/or the investigator immediately.
9. The School District has a policy of correcting the discriminatory effects on the complainant and others of any improper conduct, including unlawful harassment. Please feel free to advise us of the things that you believe the School District should do to correct the discriminatory effects of the improper conduct.
10. Retaliation by anyone against an individual who has reported improper conduct, including unlawful harassment, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify the Compliance Officer and/or the investigator immediately.

Thank you for your assistance and cooperation.

I hereby acknowledge receipt of this notice.

Date: _____

Signature: _____

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248-AR-2. INVESTIGATIVE FACT SHEET

I. The Complainant

Name: _____ Address: _____

Age: _____

Date of Birth: _____ Phone No.: _____

Gender: _____

Parents: _____ Address: _____

Phone: _____

School/Employer: _____

Has the Complainant been provided with the "Notice to Complainant of Unlawful Harassment"?

Yes No Date Notice provided: _____

Attach copy of Notice with acknowledgement of receipt.

II. The Investigator(s)

Name: _____ Address: _____

Phone: _____

Name: _____ Address: _____

Phone: _____

III. Nature of Complaint as Described by Complainant

Date complaint made: _____

Description of improper conduct: _____

Identity of all participants in the improper conduct: _____

Identity of witnesses: _____

What would the Complainant like the School District to do to remedy the situation? _____

What is the Complainant's viewpoint with respect to confidentiality? _____

IV. Investigation

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

V. Conclusions Reached

VI. Action Taken to Eliminate Improper Conduct

VII. Follow-Up Action Taken to Ensure that Remedial Action is Effective

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248-AR-3. NOTICE TO VOLUNTEERS AND CHAPERONES OF UNLAWFUL HARASSMENT

The elimination of improper conduct, including unlawful harassment, is a high priority for the School District. It is the established policy of the School District to prohibit all forms of improper conduct, including unlawful harassment. A copy of the School District's policy is attached, and we urge that you read it and become familiar with its provisions.

As a volunteer or chaperone in connection with a school-sponsored event, you are subject to the prohibitions in the policy and protected by it. If you believe that you are the victim of unlawful harassment or improper conduct or if you observe what you believe to be unlawful harassment or improper conduct, we urge you to report it to any Principal or administrator in the School District. We will properly investigate any such complaints in order to take prompt and effective action to eradicate improper conduct.

The School District's Compliance Officer is the Assistant Superintendent. If you have any questions, you may contact the Compliance Officer at the following address and telephone number: Centennial School District 433 Centennial Road Warminster, PA 18974, 215-441-6000.

Retaliation by anyone against an individual who has reported improper conduct, including unlawful harassment, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify the Compliance Officer immediately.

Thank you for your assistance and cooperation.

I hereby acknowledge receipt of this notice.

Signature: _____

Date: _____