

ADMINISTRATIVE REGULATION

APPROVED: May 10, 2016

REVISED:

# CENTENNIAL SCHOOL DISTRICT

## 348-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 District. It is the established policy of the District to prohibit all forms of improper conduct, including unlawful harassment. A copy of the 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 District's Compliance Officer is the Director of Human Resources. If you have any questions, you may contact the Compliance Officer at the following physical address, telephone number and email address:

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

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3. During the investigation, you have the right to: (a) provide the District with information and documentation concerning the alleged improper conduct; (b) advise the District of the

identity and location of any possible witness; and (c) all other rights set forth in Applicable Law or in District policy.

4. The District is interested in knowing what actions you are seeking in response to the harassment. Although the law does not require that the 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 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 District is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the District being able to fulfill its commitment to eliminate unlawful harassment.
6. 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 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 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 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 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 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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# CENTENNIAL SCHOOL DISTRICT

## 348-AR-2. INVESTIGATIVE FACT SHEET

### I. The Complainant.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_ 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 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: \_\_\_\_\_  
\_\_\_\_\_  
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Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

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Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

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Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

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Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

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Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

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Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

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V. Conclusions Reached.

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VI. Action Taken To Eliminate Improper Conduct.

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VII. Follow-Up Action Taken To Ensure That Remedial Action Is Effective.

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