

MY SIGNATURE BELOW INDICATES I HAVE RECEIVED THE  
NORTHEASTERN CLINTON CENTRAL SCHOOL DISTRICT'S ANTI-  
HARRASSMENT POLICY.

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SIGNATURE

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DATE

PLEASE SIGN AND RETURN TO ILEAN DUPREY IN THE DISTRICT OFFICE

THANK YOU!

## ANTI-HARASSMENT

The Board of Education is committed to maintaining an academic and work environment that is free of discrimination. In keeping with this commitment, the district will not tolerate harassment of district students or employees by anyone, including any administrator, supervisor, coworker, student, teacher, vendor, or visitor of the district.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, ancestry, religion, national origin, age, physical or mental disability, medical condition, marital status, veteran status, citizenship status, or other characteristic protected by Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, or other applicable federal and state laws and regulations. The district will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with a student's academic performance or a person's work performance or creates an intimidating, hostile or offensive work or academic environment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment or academic performance, (2) submission to or rejection of the conduct is used as the basis for an employment or academic decision, or (3) the conduct has the purpose or effect of unreasonably interfering with a person's work performance or academic performance or creating an intimidating, hostile, or offensive working environment or academic environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

All district employees and students are responsible to help ensure that harassment is avoided. Any student or employee, who believes he or she has been subjected to, witnessed or have information regarding possible harassment, should, notify the district's designated Title IX Compliance Officer or another district official immediately. The Board prohibits retaliation against anyone, who, in good faith, reports possible harassment, makes a harassment complaint, cooperates in a harassment complaint investigation or any related proceeding.

The district's policy is to investigate all harassment complaints promptly and thoroughly. The Superintendent of Schools is directed to develop and implement specific procedures for reporting, investigating and acting upon allegations of discrimination, including harassment, consistent with applicable law. To the fullest extent practicable, the district will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the Superintendent and/or the Board will take corrective action, including, but not limited to, appropriate disciplinary action. Disciplinary action may include disciplinary proceedings and/or termination of employment.

A copy of this policy and its accompanying regulation shall be distributed to all supervisory and non-supervisory personnel, employees and students and posted in appropriate places. This policy and its accompanying regulation shall be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

A committee of administrators, teachers, parents, students and the school attorney shall be convened annually to review this policy's effectiveness and compliance with applicable state and federal law, and to recommend revisions to Board.

The Title IX Compliance Officer for the district is **DEBBIE LABARGE, (518) 236-7372 DENNIS RASCO (518) 236-7373 AND THOMAS BRANDELL (518) 298-8681**, Northeastern Clinton Central School District, 103 Route 276, Champlain, NY 12919

Ref: Education Amendments of 1972, Title IX, 20 U.S.C. §1681 *et seq.*  
 Title VII of Civil Rights Act (1964), 42 U.S.C. §2000-e; 34 CFR §100 *et seq.* *Davis v. Monroe County Board of Education*, 526 U.S. 629, 652 (1999) *Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998) *Faragher v. City of Boca Raton*, 524 U.S. 775 (1998) *Burlington Industries v. Ellerth*, 524 U.S. 742 (1998) *Oncale v. Sundowner Offshore Services, Inc.*, 523 U.S. 75 (1998) *Franklin v. Gwinnett County Public Schools*, 503 U.S. 60 (1992) *Meritor Savings Bank, FSB v. Vinson*, 477 U.S. 57 (1986)

Adoption date: April 8, 1996 (as 5020.A and 9110.2A) Revised: January 13, 2003 (as 0110)  
Revised: October 7, 2004

## ANTI-HARRASSMENT REGULATION

### SECTION 1

#### 1.1 Policy Definitions

For the purposes of this policy:

“Days” means calendar days.

“District” means the Northeastern Clinton Central School District.

“Employee” means all teaching, administrative and support personnel employed by the district.

“Person” and “Complainant” will include an employee as well as a student of the district.

“Student” means any person who is registered in the district as a student and is taking academic classes.

“Title IX Compliance Officer” means the person designated by the district to ensure compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 or other applicable federal and state laws and regulations.

#### 1.2 Publication of Policy

The district shall promulgate this policy and regulation as follows:

A copy of the policy statement and regulation shall be given to each new employee at the time of hire.

A copy of the policy statement and regulation shall be published as part of the district’s student handbook and faculty handbook.

A copy of the policy statement and regulation shall be published annually in the official newsletter or newspaper of the district.

All distributions or publications of this policy and regulation shall contain the name, business address and telephone number of the current designated Title IX Compliance Officer of the district.

#### 1.3 Policy Information

Copies of the legislative acts upon which the Anti-Harassment policy is based are available upon request directed to the Title IX Compliance Officer.

A copy of the district’s Anti-Harassment policy and regulation shall be provided to any employee or student upon request directed to the Title IX Compliance Officer.

Other Harassment Information:

Further information concerning harassment may be obtained by contacting the following:

- Regional Director  
United States Department of Education – Office of Civil Rights  
26 Federal Plaza  
New York, NY 10278
- New York State Department of Human Rights  
Alfred E. Smith State Office Building, 25<sup>th</sup> floor  
PO Box 7063  
Albany, NY 12225-0063
- Equal Employment Opportunity Commissions  
New York District Office  
90 Church Street, Room 1505  
New York, NY 10007
- New York State Commissioner of Education  
New York Education Department  
Washington Avenue  
Albany, NY 12234

**Section 2: STATEMENT OF PROHIBITED CONDUCT AS TO HARASSMENT OTHER THAN SEXUAL HARASSMENT**

The Board considers the following conduct to represent some of the types of acts which violate the district's policy prohibiting harassment:

**2.1 Physical Conduct**

Physical assault (including hitting, pinching, slapping, poking, and squeezing) and intentional physical conduct of a harassing nature of any kind (including obstructing a person's freedom of movement, stalking, and staring) is prohibited.

**2.2 Verbal Conduct**

Derogatory or demeaning gestures, noises, remarks, jokes or comments about a person's color, race, ancestry, religion, national origin, age, physical or mental handicap/disability, medical condition, marital status, veteran status, citizenship status, sexual orientation, or other such characteristic protected by law are prohibited.

### 2.3 Displays

Discriminatory displays or publications anywhere on district property by a district employee or student are prohibited, such as:

- 1) Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials of a derogatory or demeaning nature; bringing such materials into the district's work environment; and possessing such material to read, display or view while at work or school.
- 2) Displaying signs or other materials purporting to segregate an employee by protected characteristic in any area of the workplace.

### 2.4 Retaliation

Retaliation for discrimination complaints, such as:

- 1) Disciplining, changing work assignments, changing student assignments, providing inaccurate work information, providing inaccurate student information, or refusing to cooperate or discuss school-related matters with an employee or student because that person has complained about or resisted harassment, discrimination or retaliations;
- 2) Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in this section.

### 2.5 Other Acts

- 1) The above-mentioned conduct is not to be construed as an all-inclusive list of prohibited acts under this policy.
- 2) Harassment is unlawful and hurts other employees and students. Any of the prohibited conduct described herein is harassment of anyone at whom it is directed or who is otherwise subjected to it. Each incident of harassment contributes to a general atmosphere in which all persons who share the victim's protected characteristic suffer the consequences. Harassing acts or discrimination-based conduct has no legitimate business or educational purpose. Accordingly, the employee or student who engages in such conduct should be and will be made to bear full responsibility for such unlawful conduct.

## SECTION 3: STATEMENT OF PROHIBITED CONDUCT AS TO SEXUAL HARASSMENT

The Board considers the following conduct to represent some of the types of acts which violate the district's Anti-Harassment policy specifically prohibiting sexual harassment.

### 3.1 Physical Assaults

Physical assaults of any kind are prohibited as well as physical assaults of a sexual nature, such as:

- 1) Rape, sexual batter, molestation or attempts to commit these assaults; and
- 2) Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee or student's body, or poking another employee or student's body.
- 3) Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in this section.

### **3.2 Other Acts**

- 1) The above is not to be construed as an all inclusive list of prohibited acts under this policy and regulation.
- 2) Sexual harassment is unlawful and hurts other employees and students. Any of the prohibited conduct described herein is sexual harassment of anyone at whom it is directed or who is otherwise subjected to it. Each incident of harassment contributes to a general atmosphere in which all persons who share the victim's protected characteristic suffer the consequences. Sexually-oriented acts or sex-based conduct has no legitimate business or educational purpose. Accordingly, the employee or student who engages in such conduct should be and will be made to bear full responsibility for such unlawful conduct.

## **SECTION 4: PROCEDURES FOR MAKING, INVESTIGATING AND RESOLVING HARASSMENT AND RETALIATION COMPLAINTS**

### **4.1 Definition of Harassment Complaint**

Any person who believes that he or she has been subjected to harassment in violation of federal and state laws and regulations may bring a complaint to the Title IX Compliance Officer which will be referred to as a Harassment Complaint.

### **4.2 Filing Harassment Complaint**

The district will provide students and employees with convenient, confidential and reliable mechanisms for reporting incidents of possible harassment and retaliation. All reports of sexual harassment will be held in confidence, subject to all applicable laws and any relevant provisions found in the district's policy manual and collective bargaining agreements. Accordingly, the district designates the Title IX Compliance Officer to investigate all harassment issues. The name, responsibilities, work location and phone number of the Title IX Compliance Officer will be routinely and continuously posted so that students and employees seeking him/her can enjoy anonymity and remain inconspicuous to all of the employees and students in the district.

Complaints of acts of harassment and/or retaliation that are in violation of the Anti-Harassment policy will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated. However, it is preferred that a written statement of the complaint signed by the complainant be submitted to the Title IX Compliance Officer. This complaint procedure is designed and

will be administered to avoid a situation where a student or employee is faced with complaining to the person, or a close associate of the person who is the subject of his/her complaint. Anyone who has observed possible harassment and retaliation should report it to the Title IX Officer immediately.

A complainant need not be limited to someone who was the target of harassment and/or retaliation.

Submission of a complaint of possible harassment will not affect a person's future employment, grades or work assignments as provided in the non-retaliation provision of this regulation.

### **4.3 Confidentiality**

It is district policy to respect the privacy of all parties and witnesses to complaints of sexual harassment. To the extent possible, the district will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. However, because an individual's need for confidentiality must be balanced with the district's legal obligation to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve the complaint, the district retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation shall inform the complainant that:

- 1) The request may limit the district's ability to respond to his/her complaint;
- 2) District policy and federal law prohibit retaliation against complainants and witnesses;
- 3) The district will attempt to prevent any retaliation; and
- 4) The district will take strong responsive action if retaliation occurs

If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the district from responding effectively to the harassment and preventing the harassment of other students or employees.

### **4.4 Right to Alternative Complaint Procedures**

These procedures do not deny the right of any person to pursue other avenues of recourse available to him/her which may include filing an administrative charge, initiating a civil action, seeking redress under state criminal statutes and/or any applicable federal provisions.

### **4.5 Title IX Compliance Officer Notification**

The Title IX Compliance Officer shall notify the Superintendent upon receipt of a harassment complaint.



The Superintendent shall notify the Board as to the district's receipt of any harassment complaint.

Under certain circumstances, sexual harassment may constitute sexual abuse. In such situations, the district shall comply with any applicable statutory obligations as to its reporting.

#### **4.6 Harassment Complaint Investigation**

The Title IX Compliance Officer shall create a complaint file, which shall contain a written description of the complaint, the investigation documentation, the complaint's resolution and any follow-up documentation.

Title IX Compliance Officer may appoint an Investigative Officer to assist him/her in investigating a harassment complaint. An Investigative Officer may be a third party designated by the district.

The employee or student shall be entitled to representation of his or her choice, and at his or her own expense, at all complaint meetings. The complainant shall notify the Title IX Compliance Officer in writing of the name and title of any representative at least two (2) days prior to the meeting or as agreed by the parties. Only those persons who have an immediate need to know, including the Title IX Compliance Officer and/or an Investigative Officer, the alleged target of the harassment or retaliation, the alleged harasser(s) or retaliator(s) and any witness or persons with knowledge involved in the investigation will or may find out the identity of the complainant in the course of the investigation.

All parties contacted in the course of an investigation shall be advised that all the parties involved in a charge are entitled to respect and that any retaliation or reprisal against any person who is an alleged target of harassment or retaliation, who is an alleged harasser, who has made a complaint or who has provided information in connection with a complaint or its investigation is a separate violation of the district's Anti-Harassment policy provisions prohibiting retaliation. This complaint process shall be administered consistent with federal and state labor law when bargaining until members are affected.

All harassment complaints shall be investigated promptly by the Title IX Compliance Officer or an Investigative Officer (Investigator) Investigations shall be initiated within seven (7) calendar days of receipt of complaint.

#### **4.7 Investigation and Resolution Procedure**

The Investigator shall conduct a preliminary review when they receive a verbal or written complaint of sexual harassment, or if they observe sexual harassment. Except in the case of severe or criminal conduct, the Investigator should make all reasonable efforts to resolve complaints informally at the school level. The goal of informal investigation and resolution procedures is to end the harassment and obtain a prompt and equitable resolution to a complaint.

As soon as possible but no later than three working days following receipt of a complaint, the Investigator should begin an investigation of the complaint according to the following steps:

1. Interview the victim and document the conversation. Instruct the victim to have no contact or communication regarding the complaint with the alleged harasser. Ask the victim specifically

what action he/she wants taken in order to resolve the complaint. Refer the victim, as appropriate, to school social workers, school psychologists, crisis team managers, other school staff, or appropriate outside agencies for counseling services.

2. Review any written documentation of the harassment prepared by the victim. If the victim has not prepared written documentation, instruct the victim to do so, providing alternative formats for individuals with disabilities and young children, who have difficulty writing and need accommodation.
3. Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing.
4. Instruct the alleged harasser to have no contact or communication regarding the complaint with the victim and to not retaliate against the victim. Warn the alleged harasser that if he/she makes contact with or retaliates against the victim, he/she will be subject to immediate disciplinary action.
5. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and his/her statement confidential.
6. Review all documentation and information relevant to the complaint.
7. Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, use appropriate information methods to resolve the complaint, including but not limited to:
  - a) Discussion with the accused, informing him or her of the district's policies and indicating that the behavior must stop;
  - b) Suggesting counseling and/or sensitivity training;
  - c) Conducting training for the department or school which the behavior occurred, calling attention to the consequences of engaging in such behavior;
  - d) Requesting a letter of apology to the complainant;
  - e) Writing letters of caution or reprimand; and/or
  - f) Separating the parties.
8. Parent/Student
  - a) Parents of student victims and accused students shall be notified within one school day of allegations that are serious or involve repeated conduct.

- b) The parents of students who file complaints are welcome to participate at each stage of both informal and formal investigation and resolution procedures.
- c) If either the victim or the accused is a disabled student receiving special education services under an IEP or section 504/Americans with Disabilities Act accommodations, the committee on special education will be consulted to determine the degree to which the student's disability either caused or is affected by the discrimination or policy violation. In addition, due process procedures required for persons with disabilities under state and federal law shall be followed.
- d) The Investigator shall submit a copy of all investigation and interview documentation to the Superintendent.

### **Investigation Report**

The Title IX Compliance Officer shall produce a written Investigation Report for the Superintendent upon the conclusion of the investigation, which shall summarize the investigation findings. The Title IX Compliance Officer may make recommendations as to appropriate remedial measures based upon the information gathered in the investigation of the complaint. The Title IX Compliance Officer shall forward the Investigation Report to the Superintendent for action. In the event the Superintendent is implicated in a complaint, the Investigation Report will be forwarded to the Board for action.

If the initial investigation results in a determination that sexual harassment did occur, the Investigator will promptly notify the Superintendent, who shall then take prompt disciplinary action in accordance with district policy, the applicable collective bargaining agreement or state law.

If a complaint received by the Investigator contains evidence or allegations of serious or extreme harassment, such as employee to student harassment, criminal touching, quid pro quo (e.g., offering an academic or employment reward or punishment as an inducement for sexual favors), or acts which shock the conscience of a reasonable person, the complaint shall be referred promptly to the Superintendent. In addition, where the Investigator has a reasonable suspicion that the alleged harassment involves criminal activity, he/she should immediately notify the Superintendent, who shall then contact appropriate child protection and law enforcement authorities. Where criminal activity is alleged or suspected by a district employee, the accused employee shall be suspended pending the outcome of the investigation, consistent with all contractual or statutory requirements.

## **SECTION 5: HARASSMENT COMPLAINT RESOLUTION**

### **5.1 Complaint Resolution and Notification of Parties**

The Superintendent (or the Board if applicable) shall consider and act upon the Investigative Report and any recommendations contained therein within seven (7) calendar days of its receipt and shall notify the complainant parties in writing as to the complaint's resolution.

Any district action taken pursuant to this policy will be consistent with requirements of applicable

collective bargaining agreements, federal and state statutes and district policies. The district will take such corrective action it deems necessary and appropriate to end harassment and/or retaliation and prevent its recurrence.

The Superintendent shall instruct the victim to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him/her. The Superintendent shall also notify the victim of his/her right to contact the U.S. Department of Education's Office for Civil Rights and/or a private attorney. Employees may also contact the U. S. Equal Employment Opportunity Commission or the New York State Division of Human Rights.

## **5.2 Complaint Investigation Questions**

All questions regarding a complaint investigation should be directed to the Superintendent or the Title IX Compliance Officer. The Superintendent or the Title IX Compliance Officer shall meet with the complainant party to explain how the investigation as conducted upon a request received within five (5) calendar days from his/her receipt of the complaint's written resolution.

## **5.3 Complaint Resolution Questions**

All questions regarding a complaint shall be directed to the Superintendent. The Superintendent will address questions regarding a complaint resolution to explain how the result was reached upon a request received within ten (10) calendar days of the distribution of the complaint's written resolution.

## **5.4 Complaint Resolution Appeal**

If the complaint has not been resolved, a complainant party may appeal the resolution to the Board. A complainant party may appeal the complaint resolution by forwarding a signed Statement of Appeal to the Board within ten (10) calendar days of his/her receipt of the written complaint resolution.

## **5.5 Appeal Meeting with Board of Education**

In an attempt to resolve the appeal, the Board shall meet with the complainant party appealing and any representative within thirty (30) calendar days of receipt of such Statement of Appeal in a confidential meeting.

## **5.6 Appeal Disposition and Notification**

The Board's written disposition of the appeal shall be sent to the complainant party appealing and a copy to any representative within fifteen (15) days of the meeting with the Board. Notification of any remaining complainant parties shall be made as necessary based on the Board's action and in their discretion.

## 5.7 Board Action Appeal

The decision of the Board may be appealed by the complainant party contacting:

Regional Director  
United State Department of Education-Office of Civil Rights  
26 Federal Plaza  
New York, New York

## 5.8 Investigative File Access

Investigative files will be available to federal, state and local agencies charged with equal employment or affirmative action enforcements and as required by law. The name(s) of complainant(s) shall be kept under separate file.

## Non-Retaliation Policy

An effective Anti-Harassment policy requires support and leadership by the example of all district personnel in positions of authority. District administrators, supervisors, teachers, employees or students who engage in harassment or retaliation or who disrupt school-sponsored investigations of harassment or retaliation may be severely sanctioned as appropriate, including suspension or termination. Retaliation includes, but is not limited to, any form of intimidations reprisal or harassment.

In addition, district officials who refuse to implement remedial measures, obstruct remedial efforts of other district employees or students, and/or retaliate against harassment complainants, witnesses or participants in an investigation or related proceeding may be immediately sanctioned as appropriate, including sanctions of suspension or termination.

## SECTION 6: Discipline/Penalties

Any individual who violates the sexual harassment policy by engaging in prohibited sexual harassment will be subject to appropriate disciplinary action. Disciplinary measures available to school authorities include, but are not limited to the following:

**Students:** Discipline may range from a reprimand up to and including suspension from school, to be imposed consistent with the student conduct and discipline policy and applicable law.

**Employees:** Discipline may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.

**Volunteers:** Penalties may range from a warning up to and including loss of volunteer assignment.

**Vendors:** Penalties may range from a warning up to and including loss of district business.

**Other individuals:** Penalties may range from a warning up to and including denial of future access to school property.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action taken against the complainant.

### **Section 7: Training**

All students and employees shall be informed of this policy in student and employee handbooks and student registration materials. A Poster summarizing the policy shall also be posted in a prominent location at each school. All secondary school student body officers shall received district training about the policy at beginning of each school year.

All new employees shall received information about this policy and regulation at new employee orientation. All other employees shall be provided information at least once a year regarding this policy and the district's commitment to a harassment-free learning and working environment. Principals, Title IX coordinators, and other administrative employees who have specific responsibilities for investigating and resolving complaints of sexual harassment shall receive yearly training on this policy, regulation and related legal developments.

Principals in each school and program directors shall be responsible for informing students and staff on a yearly basis of the terms of this policy, including the procedures established for investigation and resolution of complaints, general issues surrounding sexual harassment, the rights and responsibilities of students and employees, and the impact of sexual harassment on the victim.

Adoption date: April 8, 1996 (a 5020.A-R and 9110.2A-R)

Revised: January 13, 2003 (as 0110-R)

Revised: October 7, 2004

**ANTI-HARASSMENT EXHIBIT**

**NORTHEASTERN CLINTON CENTRAL SCHOOL DISTRICT  
ANTI-HARASSMENT POLICY  
HARASSMENT COMPLAINT FORM**

Northeastern Clinton Central School District maintains a firm policy prohibiting all forms of harassment, including sexual harassment. Sexual harassment against students and employees is a form of sex discrimination. All persons are to be treated with respect and dignity. Unwelcome sexual advances or other forms of harassing behavior which create an intimidating, hostile or offensive work or academic environment will not be tolerated.

Complainant:

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Home Address:

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Home phone:

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Target(s) of harassment:

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Date of harassment:

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Name of person(s) responsible for harassment:

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List any person(s) with knowledge of the harassment:

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Where did the harassment occur?

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Describe the harassment as clearly as possible, including such things as verbal statements, threats, requests, demands and what, if any physical contact was involved. (Attach additional pages if necessary)

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Resolution desired:

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This complaint is filed based on my honest belief that prohibited conduct under the Anti-Harassment policy has occurred. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

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Signature

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Date

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Received

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Date



ANTI-HARASSMENT EXHIBIT

NORTHEASTERN CLINTON CENTRAL SCHOOL DISTRICT  
ANTI-HARASSMENT POLICY  
COMPLAINT RESOLUTION APPEAL FORM

Person filing appeal:

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Date of appeal:

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Date of original complaint:

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List prior appeals, if any:

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Description of decision being appealed:

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Describe why decision is being appealed (attached additional pages if necessary)

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Requested action taken

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Appellant Signature

Date

Received by

Date