



**DIA LOCAL
Discrimination, Harassment & Retaliation
Campus/Department Documentation Form**

CAMPUS/DEPARTMENT _____

Principal/Supervisor _____

Please complete the following tasks at your campus, initial and send a copy, when completed, to the Director of Human Resource Development, Venetia Sneed. **DUE DATE September 02, 2015**

INITIAL

Returning Staff/Post MTOP New Hires

_____ Teachers/Staff have been made aware of the guidelines and expectations of Board Policy DIA (LEGAL/LOCAL) regarding discrimination, harassment and retaliation.

[By what means _____.]

_____ Teachers/Staff have been made aware of the district expectations regarding reporting conduct related to discrimination, harassment and retaliation.

[By what means _____.]

Supervisory Staff

_____ Campus/Department Administrators and Supervisors have been made aware of their responsibility in investigating, documenting and notifying the District Title IX Officer, Venetia Sneed, of alleged acts of discrimination, harassment and retaliation.

[By what means _____.]

Principal Signature: _____

Date: _____

***Form to be filed in district DIA LOCAL Compliance Folder for future reference.**