

Sexual Harassment, Discrimination and Retaliation Policy

Policy Purpose

The purpose of this policy is to promote working and learning environments that are free from sex and gender-based harassment, discrimination, and retaliation, and to affirm Lakeland Jt. School District's commitment to non-discrimination, equity in education and equal opportunity for employment.

Scope of Policy

This policy applies to all students, staff, faculty, approved volunteers, and Board Members of the Lakeland Jt. School District

Policy Statement

Lakeland Jt. School District is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in the procedure.

Students, staff, faculty, approved volunteers, and Board Members who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable procedures. Violations of this policy may result in discipline for both students and District employees.

Title IX Coordinator

The Human Resources Director serves as Lakeland Jt. School District's Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating the District's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex and gender-based harassment, discrimination, and retaliation prohibited under this policy. The Title IX Coordinator acts with independence and authority and is free from bias and conflicts of interest.

To raise any concern involving bias, conflict of interest, misconduct or discrimination committed

by the Title IX Coordinator, contact the Deputy Coordinator at **208-687-0431**.

If the District's Title IX Coordinator is the subject of any complaint regarding sex or gender based harassment or has an apparent bias or conflict of interest regarding such a case, another person shall be appointed to act as the Title IX Coordinator for handling that case. Such appointees may include, but are not limited to:

1. Another employee of the District who is qualified and trained to address the matter, such as a deputy Title IX Coordinator;
2. A qualified and trained individual who enters into a professional services contract with the District; including but not limited to the District's legal counsel and/or contracted Human Resources or Title IX professionals.

Concerns of bias, conflict of interest, misconduct, or discrimination committed by any other official involved in the implementation of this policy or related procedure should be raised with the Title IX Coordinator.

Mandatory Reporters or Officials with Authority

Lakeland Jt. School District has classified all employees as mandatory reporters of any knowledge they have that a member of the District community experienced sex or gender-based harassment, discrimination, and/or retaliation. Accordingly, all District employees must promptly report actual or suspected sex and gender-based harassment, discrimination, and/or retaliation to the Title IX Coordinator. District employees must share with the Title IX Coordinator all known details of a report made to them in the course of their employment, as well as all details of behaviors under this policy that they observe or have knowledge of. Failure of a District employee to report an incident of sex or gender-based harassment, discrimination, or retaliation to the Title IX Coordinator of which they become aware is a violation of this policy and can be subject to disciplinary action for failure to comply.

In addition, District employees must also report allegations of suspected child abuse and/or neglect to either law enforcement or the Idaho Department of Health and Welfare as described in Policy 5260.

Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and related procedures, may be made internally to Lakeland Jt. School District's Title IX Coordinator (or deputies, if applicable) using the contact information below:

Title IX Coordinator

Lakeland Jt. School District Administrative Offices
15506 N. Washington Street, Rathdrum, ID 83858
208-687-0431
Email: TitleIX@lakeland272.org
Website: <https://www.sd272.org/district/title-ix>

Title IX Team Members

Title IX Coordinator - Human Resources Director
Deputy Title IX Coordinator/Lead Investigator - Assistant Superintendent
Deputy Title IX Investigator - Human Resources Director
Investigators - Building Principals or their designee (Assistant Principal)
Title IX Decision Maker - District Superintendent or district level administrator appointed as designee
Appellate - Board of Trustees

External inquiries can be made to the U.S. Department of Education, Office for Civil Rights, Region 10, using the contact information below:

Seattle Office
Office for Civil Rights
U.S. Department of Education
915 Second Avenue, #3310
Seattle, WA 98174-1099
OCR.Seattle@ed.gov
1-800-877-8339

Notice/Formal Complaints of Sex and Gender-Based Harassment, Discrimination, and/or Retaliation

Notice or formal complaints of sex or gender-based harassment, discrimination, and/or retaliation may be made using any of the following options:

1. File a complaint with or give verbal notice to, the Title IX Coordinator. Such a report may be made at any time, including during non-business hours, by using the telephone number, email address, or by mail to the office address listed for the Title IX Coordinator (or any other official as listed above). In the event verbal notice is given regarding an alleged Title IX violation, a written complaint is required to continue the investigative process.
2. Report online, using the reporting form posted at **sd272.org** - <https://www.sd272.org/district/title-ix>
3. Report by phone at 208-687-0431.

When notice is received regarding conduct that may constitute Title IX sexual harassment, Lakeland Jt. School District shall provide information about supportive measures and how to file a formal complaint, as described in District Procedure 3085P.

A formal complaint means a document filed/signed by the alleged victim or signed by the Title IX Coordinator alleging an individual violated this policy and requesting that the District investigate the allegation(s). As used in this paragraph, the phrase “document filed/signed by the alleged victim” means a document or electronic submission that contains the alleged victim’s physical or digital signature, or otherwise indicates that the alleged victim is the person filing the complaint. For example, an alleged victim may send an email to the Title IX Coordinator, identify themselves as the alleged victim and the one sending the email, to file a formal complaint.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the alleged victim to ensure that it is filed correctly.

Parents and legal guardians of primary and secondary school students who have the legal authority to act on their child's behalf may file a formal complaint on behalf of their child.

Procedure

When a formal complaint is made alleging that this policy was violated, the allegations are subject to resolution using one of Lakeland Jt. School District's procedure noted below, as determined by the Title IX Coordinator. All processes provide for a prompt, fair, and impartial process.

1. For formal complaints regarding conduct that may constitute Title IX sexual harassment involving students or employees, the District will implement procedures detailed in Procedure 3085P.
2. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where students are the accused party, and that do not constitute Title IX sexual harassment, the District will implement procedures described in 3260 Student Dress, 3290 Sexual Harassment, 3295 Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, 3330 Student Discipline.
3. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where employees are the accused party, and that do not constitute Title IX sexual harassment, the District will implement procedures described in 5270 Personal Conduct, 5240 Sexual Harassment Intimidation in the Workplace, 5250 Staff Grievances, 5271 Dating, Nepotism and Fraternization.

Cross References:	3570	Student Records
	3570P	Maintenance of School Student Records
	3260	Student Dress
	3290	Sexual Harassment
	3295	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
	3330	Student Discipline
	4600	Volunteer Assistance
	4600P	Volunteer Assistance Procedures
	5240	Sexual Harassment Intimidation in the Workplace
	5250	Staff Grievances
	5270	Personal Conduct
	5271	Dating, Nepotism and Fraternization
	5500	Personnel Records
	5800	Classified Employment, and Assignment

Legal References: 20 U.S.C. §§ 1681 - 1682 Title IX of the Education Amendments of
1972
 34 CFR Part 106 Nondiscrimination on the Basis of Sex in
Education Programs or Activities Receiving
Federal Financial Assistance

Policy History:

Adopted on: February 25, 2021

Revised on:

Reviewed on: