



Book	Carmel Clay Schools Board Policies
Section	4000-Students
Title	Non-Discrimination & Anti-Harassment Statement and Policy
Code	4362
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Carmel Clay Schools does not discriminate or tolerate harassment on the basis of all protected classes. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment or discrimination. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network. Notwithstanding any other prohibition, the Corporation will not take action to regulate expression protected by the United States and Indiana Constitution.

Carmel Clay Schools has designated several staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators:

- are responsible for monitoring and insuring compliance with all non-discrimination and anti-harassment law;
- shall receive and process any formal complaints of discrimination or harassment based on a protected class;
- shall document all reports of incidents of disability discrimination or harassment and establish a protocol for recordkeeping.

Title	Name	Phone	Email	Mailing Address	Forms of Harassment Addressed by the Coordinator
Section 504 Coordinator	Stephanie Fairchild	317-844-9961	sfairchi@ccs.k12.in.us	5201 E. Main Street Carmel, IN 46033	Disability
Title IX	Terri	317-	troberts@ccs.k12.in.us	5201 E.	Gender

Coordinator	Roberts-Leonard	844-9961		Main Street Carmel, IN 46033	
Title VI Coordinator	Terri Roberts-Leonard	317-844-9961	troberts@ccs.k12.in.us	5201 E. Main Street Carmel, IN 46033	Race
Anti-Harassment Coordinator	Terri Roberts-Leonard	317-844-9961	troberts@ccs.k12.in.us	5201 E. Main Street Carmel, IN 46033	All other forms of harassment

In addition, each school building shall have a designated building-level coordinator who will work in conjunction with the district coordinator to respond to allegations of discrimination.

NON-DISCRIMINATION/ANTI-HARASSMENT PROCEDURES
(for reports/complaints other than student sexual harassment-see below for procedure for student sexual harassment reports/complaints)

Non-discrimination & Anti-harassment Policy and Procedures

Harassment, and discrimination may take many forms, including but not limited to hazing (as defined by I.C.>35-42-2-2.5): verbal acts and name-calling; graphic and written statements; or other conduct that may be harmful, humiliating, or physically threatening. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by the School.

The goal of these policies and procedures is to ensure they adequately address and provide sufficient options for responding effectively to incidents of discrimination and harassment. Carmel Clay Schools, through school administration, will ensure that its procedures against harassment and discrimination are widely distributed and easily understood by students, parents of students, and employees. Carmel Clay Schools will take appropriate steps to educate employees, students, and parents regarding its non-discrimination and anti-harassment policies and reporting procedures. This may include: presentations during employee training; seminars, workshops, or speakers; or signs, posters, or demonstrations highlighting important parts of the policy. Policies and reporting procedures will be made available to the school community through hardcopy and via the School's website.

Anyone who believes that a student or staff member has possibly been or is the target/victim of discrimination or harassment is encouraged to immediately report the situation to an appropriate staff member such as a teacher, counselor or administrator. However, any employee who suspects discrimination or harassment must report the behavior to his/her immediate supervisor who in turn will report the situation to the appropriate district coordinator.

If a report of discrimination or harassment is received by a building or district coordinator, the administration will inform the alleged target on whose behalf the report was made (and family members, if appropriate) of the options for formal and formal action and of Carmel Clay School's responsibilities.

All informal and informal complaints of discrimination and harassment will be investigated. If there is a request for confidentiality from the alleged target, all reasonable steps to maintain confidentiality during the investigation will be taken. If the alleged target insists that his or her name not be disclosed to the harasser, the School's/District's ability to respond may be limited.

Informal Process

Complaints need not be in written format. The person reporting may verbally report discrimination and harassment to an appropriate staff member. The appropriate coordinators shall be included in the informal complaint to ensure compliance. Resolution of an informal complaint may include: an opportunity for the complainant to explain to the alleged offender that his or her conduct is unwelcome or offensive, either in writing or face-to-face; a warning to the alleged offender that the alleged conduct is not appropriate and could lead to discipline; mediation with individuals involved in the complaint; or any of the responses available in a formal complaint. Mediation is not permitted for complaints of sexual violence. At any time during the informal process any of the parties may end the informal process and initiate the formal process.

Formal Process

This [form](#) should be filed with the appropriate district coordinator. The coordinator shall receive and process formal complaints of discrimination or harassment based on a protected class. All investigations into formal harassment complaints will be prompt, thorough, and impartial. Investigations will be completed within 60 days from the date the coordinator receives the complaint unless there is good cause for a longer timeline. The means of investigating discrimination and harassment will include but not be limited to: witness interviews; request for written witness statements; record identification and review; assessment of whether discrimination or harassment occurred; and, if discrimination or harassment is substantiated, an assessment of how to appropriately stop the harassment, remedy the harassment, and prevent recurrence.

Notice of the outcome of the investigation will be provided to parties involved in the complaint to the extent permitted by law. A formal investigation outcome may be appealed by any party in writing to the coordinator within ten (10) days of receipt of the outcome of the formal investigation. The written appeal should identify the reasons why the coordinator should reconsider the outcome of the investigation. The coordinator should respond to the appealing party within ten (10) days of receipt of the written appeal indicating any reconsideration of the investigation outcome based on the appeal. This reconsideration of the formal investigation outcome may be appealed by any party in writing to the Superintendent within ten (10) days of receipt of the coordinator's reconsideration. The Superintendent should respond to the appealing party within forty-five (45) days of receipt of the written appeal indicating the final outcome of the investigation. Notice of the final outcome of the investigation will be provided to parties involved in the complaint to the extent permitted by law.

Responses to Substantiated Formal Complaints

In the course of discrimination and harassment investigations, Carmel Clay Schools will assess whether the nature of the conduct has civil rights implications. If the discriminating or harassing behavior is on the basis of a protected class, Carmel Clay Schools will respond in accordance with the applicable federal civil rights statutes, regulations, and guidance from the United States Department of Education ("USDOE"). Carmel Clay Schools shall follow the then-current guidance from the USDOE regarding the standards for discrimination and harassment including the standard of whether a hostile work environment exists.

If harassment or discrimination has occurred, Carmel Clay Schools will take prompt and effective steps reasonably calculated to stop the harassment, remedy the harassment, and prevent the harassment from recurring. This may include, but is not limited to: separating the harasser and the target, providing counseling for the target and/or harasser, or taking prompt disciplinary action against the harasser. These steps should not penalize the target of the harassment.

As described in policy 4600, disciplinary action against the harasser may include but not be limited to suspension and expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors.

Following a substantiated discrimination or harassment incident, Carmel Clay Schools shall make sure the target knows how to report subsequent problems and shall follow-up to ensure that there have not been continuing or new incidents of discrimination or harassment.

Incidents of harassment may be referred to appropriate law enforcement officials.

Carmel Clay Schools encourages students, parents and staff to work together to prevent acts of harassment of any kind including but not limited to bullying.

Overall, the Carmel Clay Schools process will provide for prompt and equitable resolution of complaints of discrimination and harassment.

Retaliation Prohibited

Carmel Clay Schools prohibits retaliation against persons who report discrimination or harassment or participate in related proceedings. Carmel Clay Schools will notify the person reporting the discrimination or harassment and all individuals participating in the investigation, including the alleged harasser, of the School's policy prohibiting retaliation. Carmel Clay Schools will make all possible efforts to prevent retaliation against individuals reporting discrimination or harassment or participating in related proceedings.

TITLE IX (STUDENT) SEXUAL HARASSMENT PROCEDURE

General Policy Statement and Scope

Complaints that fall under this section are sexual harassment complaints in which a student is either the Complainant or Respondent.

Definition of Terms Applicable to this Procedure

"Sexual harassment" shall mean conduct on the basis of sex, failure to conform to stereotypical notions of masculine or feminine traits, sexual orientation, or gender identity including:

1. A Corporation employee conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Corporation's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined by Federal law.

"Consent" shall mean an individual voluntarily agreeing, by words or actions, to the proposal of another individual. An individual may be incapable of consent due to mental or physical incapacitation. The vast majority of Corporation students are incapable of giving consent to sexual contact, because Indiana law generally establishes the age of consent as 16.

"Complainant" a person alleged to be the victim of sexual harassment.

"Respondent" means any individual who is reported to be the perpetrator of sexual harassment.

"Days" within these procedures shall mean instructional days.

"Formal complaint" is a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting the Corporation investigate the allegation(s) of sexual harassment.

The Corporation designates the following staff member as the Corporation's Title IX Coordinator and authorizes this individual to coordinate the Corporation's Title IX compliance. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator.

Title IX Coordinator

Terri Roberts - Leonard, DEI Coordinator
5201 E. Main Street
Carmel, IN 46033
(317) 844-9961
troberts@ccs.k12.in.us

The Corporation is committed to promptly responding to reports of sexual harassment. The procedures described below may be subject to temporary delays based on good cause (e.g., law enforcement involvement, absence of a party, witness, or advisor, translation or accommodation needs) with written notice to both parties explaining the reason for the delay.

Reporting Sexual Harassment

Anyone who believes that a student or staff member has possibly been the target/victim of sexual harassment should immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or the Title IX Coordinator. Any person may report sexual harassment in person, by mail, by telephone, or email using the contact information for the Title IX Coordinator. All reports must be referred to the Title IX Coordinator.

Any employee who has reason to believe that a student or staff member has been the target /victim of sexual harassment must report the behavior to his/her immediate supervisor who in turn will report the situation to the Title IX Coordinator.

The Corporation accepts anonymous reports. However, anonymous reports may hamper the Corporation's ability to respond to allegations of sexual harassment.

Emergency Removal

In situations where a Respondent poses an immediate threat to the physical health and safety of any individual (including self) **before or at any time during** the proceedings described herein, the Corporation may remove Respondent from all programs and activities. In order to do so, the Corporation must i) undertake an individualized safety and risk analysis, ii) determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and iii) provide the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

An emergency removal does not affect or modify any rights a student receiving special education may have under the IDEA, Section 504, or the ADA.

Response to a Report and Supportive Measures

Upon receipt of a report, the Title IX Coordinator must promptly, usually within two (2) days, contact the Complainant to discuss the availability of supportive measures.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. Such measures are designed to restore or preserve equal access to the Corporation's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Corporation's educational environment, or deter sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence in the case of employees, increased security and monitoring of certain areas of the campus, and other similar measures.

In addition to discussing the availability of supportive measures, the Title IX Coordinator will also consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator will make contact with the Complainant in person, via phone, or via

virtual meeting in order for the Complainant to ask questions. If the Complainant is a student under the age of eighteen, the student's parent will be contacted simultaneously.

Even in instances where a Complainant chooses not to file a formal complaint, supportive measures may continue at the discretion of the Title IX Coordinator.

The Title IX Coordinator may decide to sign a formal complaint to investigate the allegation(s) of sexual harassment against the wishes of the Complainant where moving forward without an investigation would be unreasonable. Such circumstances may include, but are not limited to, reports that indicate multiple Respondents, the involvement of a Corporation employee, and/or continued sexual harassment of the Complainant and others.

While there is no deadline by which a Complainant must file a formal complaint, the Corporation encourages Complainants to submit a formal complaint within ten (10) days of meeting with the Title IX Coordinator. In instances where enough time has passed that the Corporation cannot gather evidence, the Corporation may not be able to investigate.

The Corporation will offer supportive measures to a Complainant who is the subject of an anonymous report. However, should a Complainant desire to initiate the grievance process, the Complainant cannot remain anonymous or prevent the Complainant's identity from being disclosed to the Respondent.

Dismissal and Consolidation

In certain instances, the Corporation may dismiss or consolidate formal complaints. Such instances of dismissal include, but are not limited to, when the alleged conduct, even if true, would not constitute sexual harassment, when the Respondent is a non-student or non-employee of the Corporation, or when a Complainant notifies the Title IX Coordinator they would like to withdraw the formal complaint. A dismissal does not preclude the Corporation from taking action under another provision of the student code of conduct referenced in the student handbook and policy 4500. If a formal complaint is dismissed, the Corporation will promptly inform the parties of the reason for dismissal and the right to appeal.

Further, the Corporation may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

Grievance Procedures

The Corporation will treat Complainants and Respondents equitably throughout this process. As such, the Corporation will only impose disciplinary sanctions following the completion of the informal process or investigation and determination process as described below. All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will receive training regarding topics related to this procedure, including: the definition of sexual harassment, the scope of the Corporation's education program and activity, and how to conduct these grievance procedures.

All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will objectively evaluate all relevant evidence. Further, no credibility determinations will be based on a person's status as a Complainant, Respondent, or witness.

Consistent with the law, the Corporation will presume the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. **The Corporation will utilize the preponderance of the evidence standard when determining responsibility.** The Corporation will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Further, questions or evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or to prove consent.

Notice

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to the parties (to the extent known) containing the following information:

- A. Notice of the Corporation's grievance process, including the informal resolution process;
- B. Notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include: the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
- C. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- D. The parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- E. The Corporation's code of conduct for students, policy 4500, prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, additional allegations are uncovered and therefore investigated, the Corporation will provide a supplemental notice of the additional allegations to the parties whose identities are known.

Informal Resolution Process

Upon receipt of a formal complaint and after providing sufficient notice to the parties, the Corporation may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication of the allegations. The Corporation may not require the parties to participate in the informal resolution process, but instead must obtain the parties' voluntary, written consent to participate.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student. Further, at any time during the informal resolution process any of the parties may end the informal resolution process and initiate the investigation and determination process.

Investigation and Determination

Unless the Corporation dismisses a formal complaint or the parties resolve a formal complaint through the informal resolution process, the Corporation will investigate the allegations of sexual harassment and make a determination regarding responsibility.

The burden of proof and collection of evidence rests with the Corporation. To that end, the Title IX Coordinator in conjunction with a designated building-level coordinator will conduct an investigation. The means of investigating a formal complaint include, but are not limited to Complainant, Respondent, and witness interviews and review of documentation. The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other relevant evidence. Both parties must be permitted to discuss the allegations under investigation and to gather and present relevant evidence. This right must not be restricted by the Corporation. However, the parties will not be permitted to discuss information contained in evidence shared with him/her as part of the investigations process with anyone outside his/her advisor.

Absent extenuating circumstances, the collection of evidence for an investigation should conclude within thirty (30) days.

The parties may be accompanied to any meeting or proceeding related to the investigation by an advisor of their choice, who may be, but is not required to be an attorney. Apart from a union representative accompanying an employee who is a party, employees are discouraged from serving as advisors to students.

Advisors may not present on behalf of the party they accompany and should request or wait for a break in the meeting if they wish to interact with the Title IX Coordinator or building level coordinator. Advisors may confer quietly with parties as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the party and their advisors should ask for a break or step out of the meeting. An advisor who disrupts the process will receive one warning, after which if continued disruption occurs the advisor will be removed from the meeting/proceeding. In such an event, the parties will be given the opportunity to reschedule and be accompanied by another advisor.

When the Title IX Coordinator and building level coordinator have completed their collection of evidence, they will provide both parties with an equal opportunity to inspect and review the evidence obtained that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

The parties and any advisors must execute the provided non-disclosure agreement before they may receive the evidence for review. Following execution of the non-disclosure agreement, the Title IX Coordinator and/or building level coordinator will send to each party and the party's advisor, if applicable, the evidence subject to inspection and review in an electronic format or hard copy, and parties will have ten (10) days to submit a written response, which the Title IX Coordinator will consider prior to completion of the investigative report.

Following the period for the parties' review and inspection of the evidence, the Title IX Coordinator and building level coordinator will create an investigative report that fairly summarizes relevant evidence. At least ten (10) days prior to the time of determination, the Title IX Coordinator and building level coordinator will send to each party and the party's advisor, if applicable, the investigative report in an electronic or a hard copy, for their review and written response.

The Assistant Superintendent of staff and student services will act as the decision-maker. After the investigative report has been sent to the parties and before a determination regarding responsibility, each party:

1. Will be afforded the opportunity to submit written, relevant questions that a party wants asked of any party or witness,
2. Provide each party with the answers, and
3. Allow for additional, limited follow-up questions from each party.

The Assistant Superintendent may exclude questions as not relevant, including questions that seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Further, questions about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or to prove consent. Any decision to exclude a question as not relevant will be explained to the party proposing the question. The process of written questions and follow up questions should take thirty (30) days or less.

Within a reasonable time period following the written questions, the Assistant Superintendent, acting as the decision-maker, will issue a written determination regarding responsibility. The written determination must include:

- A. Identification of the allegations potentially constituting sexual harassment;
- B. A description of the procedural steps taken;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the Corporation's code of conduct to the facts;
- E. A statement of, and rationale for, the result as to each allegation;
- F. The procedures and permissible bases for the Complainant and Respondent to appeal.

The Assistant Superintendent will provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

Remedies

Where, following the formal or informal process, the Corporation determines a Respondent responsible for sexual harassment, the Corporation shall provide remedies designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include supportive measures and/or discipline up to and including expulsion.

Appeals

Following the Assistant Superintendent's determination regarding responsibility, either party may appeal to the Superintendent. An appeal should be submitted in writing within ten (10) days of the party's receipt of the Assistant Superintendent's determination. Note, appeals will only be considered if based on one of the following:

- A. There was a procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or

- c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Both parties shall have five (5) days after the submission of an appeal to submit a written statement in support of, or challenging the Assistant Superintendent's determination. The Superintendent will issue a written decision describing the result of the appeal and the rationale for the result within forty-five (45) days. The Superintendent's decision will be provided simultaneously to the parties.

Retaliation

The Corporation prohibits retaliation against persons who report, testify, assist, or participate or refuse to participate in any manner in an investigation, proceeding, or hearing. Retaliation includes intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX.

Recordkeeping

The Corporation will maintain records from the investigation, determination, appeal, and informal resolution for seven (7) years.

Reports otherwise required by Law

These procedures do not affect or alleviate mandatory reporting required by state or federal law, for example, reporting of suspected child abuse or neglect to law enforcement or Department of Child Services.

Questions

Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: 312-730-1560
Fax: 312-730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov