

# HAMPTON TOWNSHIP SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

## 548-AR-1. NOTICE TO COMPLAINANT OF UNLAWFUL HARASSMENT

To: \_\_\_\_\_

From: \_\_\_\_\_

Date: \_\_\_\_\_

The Hampton Township School District prohibits harassment against any student, employee, or third party on the basis of race, age, ancestry, color, disability, national origin, religion, sex, sexual orientation, or any other legally protected group. The District has jurisdiction under Title IX to investigate complaints alleging violations of Title IX and to take corrective action when such allegations are substantiated. Complaints of such harassment will be investigated promptly. Please note that sexual assault is a form of sexual harassment and consists of physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A copy of the District's policy is attached for your review; we urge that you read it and become familiar with its provisions. We would like to use this notice to highlight certain information in the policy:

1. The district's Compliance Officer is \_\_\_\_\_. If you have any questions, you may contact the Compliance Officer at the following address and telephone number:

\_\_\_\_\_  
\_\_\_\_\_

2. The district will conduct an adequate, reliable, and impartial investigation of the allegations of harassment 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 address and telephone number:

\_\_\_\_\_  
\_\_\_\_\_

3. During the investigation, you have the right to: (a) provide the district with information, documentation, and evidence concerning the alleged harassment; (b) advise the district of the identity and location of any possible witness; (c) file a criminal complaint; and (d) all other rights set forth in law or in district policy.

4. The district is interested in knowing what actions you are seeking in response to the alleged harassment, including interim measures that may be taken to protect you in the educational or work setting, such as addressing times and places you may come into contact with the alleged harasser. 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. The district's investigator, identified in #2, is also responsible for evaluating requests for confidentiality.
6. District employees, third parties, and students who are alleged to be unlawful harassers 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. A preponderance of evidence (i.e. more likely than not that the actions occurred) will be the standard used in investigating the complaint.
8. 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 Directors. You may file an appeal by \_\_\_\_\_. Where not prohibited by law, the district will provide written notice to you and the alleged harasser of the outcome of the complaint.
9. If it is concluded following the investigation that the allegations have merit, actions will be taken to remediate the situation such as are consistent with the Student Code of Conduct, board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws. 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.
10. The district has a policy of correcting the discriminatory effects on you and others of any unlawful harassment. Please feel free to advise us of the things that you believe the district should do to correct the discriminatory effects of unlawful harassment. The district has several potential remedies for students and employees, including sources of counseling, advocacy, and support.
11. Retaliation by anyone against an individual who has reported improper conduct, including unlawful harassment, is strictly forbidden, and is prohibited by Title IX. 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: \_\_\_\_\_