Process For Students to Make A Complaint of Unlawful Sexual Harassment or Discrimination

Students who believe they have been subjected to unlawful sexual harassment or discrimination should follow this process to submit a complaint pursuant to Board Policy 2266.

A student may report harassment to any teacher, counselor, principal or assistant principal, or any PCCS employee, who are required to inform the Title IX Coordinator(s). You may also inform the Title IX Coordinator(s) directly. The contact information for the Title IX Coordinators is below. The accused is presumed not responsible until the end of an investigation.

*The Informal Resolution Process can only be initiated once a formal complaint is filed and with both parties' written, voluntary consent. This procedure is inappropriate for allegations of sexual assault or student complaints against employees, adults, and third parties.

INFORMAL RESOLUTION PROCESS

*Either party may terminate at any time and initiate a Formal Complaint.

Both parties must consent in writing to use this process. Neither party may be required to use this process or waive the right to a formal investigation. The Title IX Coordinator will designate a trained individual to facilitate the process, which may be a mediation.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

1) the allegations;
2) the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations; and
3) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

FORMAL COMPLAINT PROCESS

The formal complaint must in writing, and it should include, to the extent known, the identity of the alleged victim(s), perpetrators(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

The Building Administrator, in consultation with student, will propose actions to prevent further harassment and offer "supportive measures." Supportive measures may include counseling, extensions of deadlines or other adjustments, modifications of schedules, and escorting.

An investigation will include the following:

1) Interviews with the parties and other witnesses.
2) The District will investigate and gather evidence.
3) The parties may review the evidence and submit a written response that the investigators will consider.
4) The District will prepare a written investigation report and send it to the parties.
5) The parties may submit written, relevant questions to be asked of any party or witness.
6) The decision-maker will issue a determination of responsibility.

Generally, the investigation will be completed in a reasonably prompt time, unless extended for good cause.

The parties may be assisted by an advisor of their choice, who may be, but is not required to be, an attorney.

A determination of responsibility will be made in writing, which is appealable to an administrator appointed by the Title IX Coordinator.

If a student is found responsible for the alleged conduct, possible sanctions can include, but is not limited to:

1) Suspension from bus riding/transportation privileges;
2) Exclusion from extracurricular activities, including athletics;
3) In-school discipline; and/or
4) Suspension or expulsion.

TITLE IX COORDINATORS

Chief Human Resource Officer
454 S. Harvey Street, Plymouth, MI 48170
(734) 416-2736

Assistant Superintendent for Student Services
454 S. Harvey Street, Plymouth, MI 48170
(734) 416-4929