

SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT

The Niagara Falls Board of Education is committed to providing an environment free from discrimination and harassment. Accordingly, the Board prohibits discrimination and harassment on the basis of disability, race, color, religion, national origin, sex, sexual orientations, age, or other legally protected category. Such actions and occurrences are prohibited regardless of whether they take place on School District premises or at school-sponsored events, programs, or activities held at other locations.

Prohibited Conduct

Determinations as to whether conduct or occurrences constitute discrimination or harassment for the purposes of this Policy will be made consistent with applicable law. Such determinations may depend upon a number of factors, including but not limited to: the particular conduct or occurrence at issue, the ages of the parties involved, the context in which the conduct or occurrence takes place, the relationship of the parties to one another, the category or characteristic that is alleged to have been the basis for the action or occurrence, and other considerations

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allegations as appropriate. The complainant, the alleged perpetrator, and any witness will be directed to refrain from talking about the investigation while it is pending.

If an investigation reveals that discrimination or harassment has occurred, the District will take immediate corrective action as warranted. Such action will be taken in accordance with applicable laws and regulations, as well as any and all relevant codes of conduct, District policies and administrative regulations, collective bargaining agreements, and/or third-party contracts.

If the complainant attempts to withdraw his/her complaint, the Civil Rights Compliance Officer will determine, with the assistance of any individual or entity designated to investigate the complaint, whether the withdrawal request was caused by retaliatory behavior, harassment, undue pressure, or fear of such actions. In the event the Civil Rights Compliance Officer determines the withdrawal request was not prompted by the above factors, he/she will document the complainant's reasons for the withdrawal, ask the complainant to sign the documentation, and terminate the investigation, provided such action is not inconsistent with the District's legal obligations. If the request to withdraw the complaint is the result of retaliatory behavior, harassment, undue pressure, or the fear of such actions, or if the investigation must be carried out to ensure compliance with relevant District obligations, the investigation will continue and interim measures will be taken to protect the alleged victim, the complainant, and witnesses, as appropriate.

Complaint and Grievance Procedures

All complaints of discrimination and/or harassment will be investigated in a prompt, thorough, and equitable fashion, consistent with the following procedures.

- 1) An employee, student, or any third party who believes that he/she has been subjected to any type of discrimination or harassment, or has knowledge of an occurrence of discrimination or harassment, may file a complaint with his/her immediate supervisor, the school principal or other individual in charge of his/her building, or the District's Civil Rights Compliance Officer. All complaints will ultimately be directed to the Civil Rights Compliance Officer, who will coordinate the District's investigation into the allegations of discrimination and/or harassment. If the Civil Rights Compliance Officer is the individual suspected of engaging in discrimination or harassment, the complaint will be directed to another Civil Rights Compliance Officer, if the District has designated an additional individual to serve in such capacity, or to the Superintendent.

The District recognizes that discrimination and harassment of students is a sensitive issue and that harassment. Staff member- who such suspected discrim or re ediately icomplainte- Civil will gnity Act Coordinator in tivating, responding to, and remedying complaints discrimination and/or harassment.

Complaint- fa discrimination and/or harassment may be a ma Y verbally. Complainant- \$ e encouraged to fill out a complaint by the Di MM

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Knowingly Makes False Accusations

Any employee or student who knowingly makes false accusations against another individual as to allegations of discrimination or harassment will face appropriate disciplinary action.

Prohibition of Retaliatory Behavior

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination and/or harassment. Complaints of retaliation may be directed at the individual, the City, or the School District.

CITY SCHOOL DISTRICT OF THE CITY OF NIAGARA FALLS

Harassment Complaint Form
City School District of the City of Niagara Falls
(District Human Resources Office)

Please complete the Harassment Complaint Form and forward, with supporting documentation as requested to the District's Civil Rights Compliance Officer, Maria A. Massaro, 630 - 66th Street, Niagara Falls, New York 14304, (716) 286-4225, mmassaro@nfschools.net. Attached to this form is District Policy #3420, Non-Discrimination and Anti-Harassment in the School District.

Name of complainant: _____

Position of complainant: _____

Address: _____

Contact Information: Home Phone: _____
(Circle the number preferred)

Cell Phone: _____

Work Phone: _____

Date complaint filed: _____

Name and/or description of alleged harasser: _____

___ An employee, holding the position of _____ at _____

___ A student, grade _____ at _____ (school or location)

___ A parent or community member

___ Other (Specify person's relationship with the District) _____

Basis of this complaint:

___ Race, color, creed, national origin/ethnicity

___ Disability

___ Sex, gender

___ Marital Status

___ Sexual Orientation

___ Partnership Status

___ Sexual Harassment

___ Military/Veteran Status

___ Religion

___ Age

___ Other Harassment

___ Retaliation

Description of alleged harassment/discrimination incident: (If available and pertinent to this claim attach documentation i.e. emails, letters, notes, text messages, phone records, recordings, videos,etc.)