

Complaint Procedures for Harassment Based Upon Sex, Race, or Disability

Complaint Procedures

1. Any person who alleges sexual or racial harassment or harassment on the basis of a disability by any employee or student in the school corporation may use the complaint procedure under "Reporting Harassment" below or may complain directly to his or her immediate supervisor, building principal, or the **Director of Human Resources (FWCS Title VII & IX Compliance Officer) or Manager of Employee Relations**. Filing of a complaint or otherwise reporting harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
2. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when such conduct has occurred.

Reporting Harassment

1. All reports of harassment shall be handled in the following manner:
 - a. Reports must be in writing on forms supplied by Fort Wayne Community Schools (if a verbal complaint is made, the school official should file a written report);
 - b. Reports must name the person(s) charged with harassment and state the facts;
 - c. Reports must be presented to one of the persons identified in paragraph 1 above.
2. Investigation:
 - a. The recipient of the report will notify the **Director of Human Resources or Manager of Employee Relations**, who shall cause an investigation to be conducted and the results of the investigation reported back to those with a need to know. If, as a result of the investigation, discipline is recommended, it shall take place through appropriate channels, including, where required, a recommendation of the Superintendent and action by the Board.

Sanctions for Misconduct

1. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
2. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

False Reporting

1. Any person who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

Notification of this Policy

Notice of the policy will be circulated to all schools/units of the Fort Wayne Community Schools and incorporated in each employee and student handbook.

- ◆ October 12, 1992
- ◆ Revised December 12, 1994
- ◆ Reprinted July 31, 2000
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