

**POLICY 5.81**

**5-G** I recommend the Board approve the proposed revisions to Policy 5.81, to be re-named "Protecting Students from Sexual Harassment and Discrimination."

[CONTACT: Dr. MaryAnn DuPont, 434-8963]

, Development

CONSENT ITEM



39 regulations of the Department of Education's Office for Civil Rights ("OCR") require  
 40 that the School District not discriminate on the basis of sex and that the School District  
 41 designate a Title IX Coordinator who is responsible for compliance with Title IX and  
 42 this Policy. The School District has designated the ~~EEO~~ Equal Employment  
 43 Opportunity ("EEO") Coordinator as the person responsible for ensuring that students  
 44 and their custodial parent(s)/guardian receive information related to sexual  
 45 harassment.

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- 47 7. The EEO Coordinator is the District's Title IX Coordinator and Sexual Harassment  
 48 Officer and is located at: 3370 Forest Hill Boulevard, Suite A-~~128~~-115, West Palm  
 49 Beach, Florida, 33406; Telephone: (561) 434-8637.
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- 51 8. Along with similar information required by Policy 5.001, this contact information is to  
 52 be posted in highly visible locations at each school including the main office, the  
 53 guidance waiting area, and student services.
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- 55 9. **Definitions.**-- For purposes of this Policy, the following definitions shall apply:
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- 57 a. ~~Complaint: A complaint means~~ is defined as allegations regarding any action,  
 58 policy, procedure, or practice prohibited by Title IX, the Florida Education Equity  
 59 Act, and/or this ~~p~~Policy.
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- 61 b. ~~Complainant: A complainant is defined as~~ is defined as is a student of, or applicant for  
 62 admission to, the School District who submits a complaint of sexual harassment  
 63 or discrimination or an individual or group submitting a complaint on behalf of a  
 64 student(s).
- 65
- 66 c. ~~Day: All days are~~ is defined as a working days and does not include weekends  
 67 or holidays unless noted as "calendar day."
- 68
- 69 d. ~~Accused/student: The accused~~ defined as a student alleged to be responsible for  
 70 the violation that is alleged in the complaint.
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- 72 e. ~~Accused/employee: The accused~~ is defined as a School District employee  
 73 alleged to be responsible for the violation alleged in the complaint.
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- 75 f. ~~Parties: Parties means~~ is defined as the accused student/applicant for admission  
 76 and/or accused/employee, and the complainant.
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- 78 g. ~~School Official: School Officials include~~ School Official is defined for purposes of this Policy, as  
79 School Board employees, principals, assistant principals, teachers, and school  
80 police officers who have the duty of reasonable supervision with respect to  
81 student activities.  
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83 10. **Prohibited Sexual Harassment**

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- 85 a. There are two (2) types of sexual harassment: quid pro quo harassment and  
86 hostile environment harassment.  
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- 88 i. Quid pro quo harassment occurs when some advancement or opportunity,  
89 such as grades, credits, graduation, or other benefits are conditioned upon  
90 sexual favors or that an advancement or opportunity is withheld or  
91 punishment will result from a refusal to comply with a demand for sexual  
92 favors.  
93
- 94 ii. Hostile environment harassment occurs when sexual conduct is sufficiently  
95 severe, persistent, or pervasive that it has the purpose or effect of  
96 unreasonably interfering with a student's performance or ability to benefit  
97 from his/her education, or creates an intimidating, hostile, offensive, or  
98 abusive school environment.  
99
- 100 b. Prohibited sexual harassment includes, but is not limited to, requests for sexual  
101 favors, and other verbal, visual or physical conduct of a sexual nature when:  
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- 103 i. Submission to the conduct is explicitly or implicitly made a term or  
104 condition of an individual's academic status or progress;  
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- 106 ii. Submission to or rejection of the conduct by an individual is used as the  
107 basis for academic decisions affecting the individual. The conduct has the  
108 purpose or effect of having a negative impact on the individual's academic  
109 performance, unreasonably interfering with the individual's education, or  
110 creating an intimidating, hostile, or offensive educational environment; or  
111
- 112 iii. Submission to or rejection of the conduct by the individual is used as the  
113 basis for any decision affecting the individual regarding benefits and  
114 services, honors, programs, or activities available at or through the school.  
115

- 116 c. Types of conduct which are prohibited in the District and which may constitute  
117 sexual harassment include, but are not limited to:  
118
- 119 i. ~~G~~Graphic verbal comments about an individual's body or appearance;
  - 120
  - 121 ii. ~~S~~Sexual jokes, notes, stories, drawings, pictures or gestures;
  - 122
  - 123 iii. ~~S~~Sexual slurs; sexually-suggestive leering, threats, abusive words, derogatory  
124 comments; or sexually-degrading descriptions;
  - 125
  - 126 iv. ~~U~~Unwelcome sexual flirtations or propositions for sexual activity or  
127 unwelcome demands for sexual favors, including but not limited to repeated  
128 unwelcome requests for dates;
  - 129
  - 130 v. ~~S~~Spreading sexual rumors;
  - 131
  - 132 vi. ~~T~~Touching an individual's body or clothes (including one's own) in a sexual  
133 way, including, but not limited to, grabbing, brushing against, patting,  
134 pinching, bumping, rubbing, kissing, and fondling;
  - 135
  - 136 vii. ~~C~~Cornering or blocking normal movements, or bullying;
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  - 138 viii. ~~D~~Displaying sexually suggestive drawings, pictures, written materials, and  
139 objects in the educational environment; or
  - 140
  - 141 ix. ~~A~~Any act of retaliation against an individual who reports a violation of the  
142 ~~District's Board's~~ sexual harassment Policy or ~~who~~ participates in the  
143 investigation of a sexual harassment complaint.  
144

145 11. ~~Site Level~~ GRIEVANCE PROCEDURE FOR SEXUAL HARASSMENT OR  
146 DISCRIMINATION BY STUDENTS -- Investigation and Resolution of Complaints  
147 Against an (Accused/Student)  
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- 149 a. ~~Site Level Procedure~~ Reporting Discrimination or Harassment.— Any student or  
150 applicant for admission who believes he/ ~~or~~ she is a victim of sexual harassment  
151 or discrimination (or any individual, including any student, teacher, or other  
152 employee of the ~~School~~ District, who has knowledge of any incident(s) involving  
153 sexual harassment or discrimination of students or applicants for admission) is  
154 strongly encouraged to report the incident(s) to a ~~school official~~ the Principal.

155 Due to the sensitive nature of sexual harassment complaints, the complaint may  
156 be filed directly with ~~or~~ the EEO/Title IX Coordinator.

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- 158 b. School officials must report any allegations of harassment or discrimination to the  
159 Pprincipal and to the EEO/Title IX Coordinator.
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- 161 c. School officials must instruct students and their custodial parent(s)/guardian that  
162 ~~they~~ the student (or custodial parent(s)/guardian on behalf of the student) may file  
163 a complaint with the Pprincipal/~~or~~designee or EEO/Title IX Coordinator.
- 164
- 165 d. It is the responsibility of the principal to forward all complaints to the area  
166 superintendent and EEO/Title IX Coordinator.
- 167
- 168 e. **Principal Involvement.**– If the P principal is directly and personally involved  
169 with a complaint or is closely related to the a parties party to the complaint, then  
170 ~~an impartial designee~~ the area superintendent shall be asked to conduct the  
171 investigation.
- 172
- 173 f. **Informal Resolution.**– Where appropriate, the complainant and the  
174 accused/student may agree to informally resolve the complaint.
- 175
- 176 i. The principal/designee may arrange for the parties to resolve the complaint  
177 informally.
- 178
- 179 ii. The student or the custodial parent(s)/guardian on behalf of the student who  
180 complained shall never be asked to work out the problem directly with the  
181 accused/student unless the assistance of a counselor, teacher, administrator,  
182 or mediator is provided and the complainant is willing.
- 183
- 184 iii. If the complaint is resolved informally, the Pprincipal/~~or~~ designee shall  
185 notify the EEO/Title IX Coordinator of the resolution of the complaint.
- 186
- 187 g. **Filing the Complaint Report.**– If the matter cannot be resolved informally, the P  
188 principal/ ~~or~~ designee shall assist the student (or custodial parent(s)/guardian on  
189 behalf of the student) in filing a complaint. Individuals may file a complaint,  
190 either orally or in writing with the Pprincipal/~~or~~designee or EEO/Title IX  
191 Coordinator by using the Harassment and Discrimination Complaint Student  
192 Complaint Report form (PBSD 1615). Said form is hereby incorporated by  
193 reference and made a part of this Policy and shall be filed with the Clerk of the

194 School Board herewith and is available on the District's web site at  
195 <http://www.palmbeach.k12.fl.us/Records/Forms.htm>.  
196

- 197 h. Complaints should be made as soon as possible but no later than sixty (60)  
198 calendar days of the alleged incident. Failure on the part of the complainant to  
199 initiate and/or follow up on a complaint in a timely manner may result in the  
200 complaint being deemed abandoned. The P principal/ ~~or~~ designee shall record  
201 and document all complaints regarding sexual harassment and discrimination to  
202 ensure that problems are appropriately addressed.  
203
- 204 i. The complainant will be requested to provide signed, specific information  
205 regarding the alleged discrimination or harassment, the alleged offender(s),  
206 witnesses, and other relevant information.  
207
- 208 j. If the student does not at first file a written complaint, the student (or custodial  
209 parent(s)/guardian on behalf of the student) will be requested to complete the  
210 complaint form. The principal/ ~~or~~ designee may assist the student in completing  
211 the form or may complete the form for a student an individual who makes the  
212 report orally. In all instances, the student (or custodial parent(s)/guardian on  
213 behalf of the student) shall review the form to ensure its accuracy and sign and  
214 date the complaint.  
215
- 216 k. All complaints filed with the P principal/ ~~or~~ designee must be reported to the A  
217 area superintendent ~~Executive Director~~ and the EEO/Title IX Coordinator.  
218
- 219 l. **Notice to Accused/Student.** -- Within two (2) days of receipt of a complaint, the  
220 P principal/ ~~or~~ designee will notify the accused/student of the allegations.  
221
- 222 m. **Notice to Parent(s)/Guardians.**-- Upon receiving a complaint, within two (2) days  
223 of the allegations, and in accordance with federal and state privacy laws, the  
224 principal/designee shall notify the custodial parent(s)/ guardian of any student  
225 under age eighteen (18) who is involved in alleged harassment or discrimination.  
226 Notification may be made by telephone, letter, or personal conference. The  
227 students involved and their custodial parent(s)/ guardians will also be notified of  
228 events and decisions described in this pPolicy.  
229
- 230 n. **Steps in the Investigation.**-- The P principal/ ~~or~~ designee shall promptly and  
231 thoroughly investigate all complaints of sexual harassment or discrimination,  
232 including at a minimum the following steps:

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- i. ~~P~~romptly talk with the complainant;
  - ii. ~~T~~he complainant (or custodial parent(s)/guardian on behalf of a student complainant) shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment or discrimination, and put his/her the complaint in writing if he/she has not already done so;
  - iii. ~~P~~romptly talk with the accused/student or custodial parent(s)/guardian on behalf of the accused/student;
  - iv. ~~T~~he accused/student shall have an opportunity to describe the incident, present witnesses and other evidence, and put his/her response in writing;
  - v. ~~T~~alk with any person who saw the harassment, has knowledge of the discrimination, or who may have related information; and
  - vi. ~~C~~onduct a conference, if appropriate, with the complainant and custodial parent(s)/guardian and the accused/student and custodial parent(s)/guardian and give with prior notice of the date, time, place and rules to the parties.
- ~~o. If the complainant and the accused/student agree, the Principal or designee may arrange for the parties to resolve the complaint informally.~~
- i. ~~The student who complained shall never be asked to work out the problem directly with the accused/student unless the assistance of a counselor, teacher, administrator, or mediator is provided.~~
  - ii. ~~If the matter cannot be resolved informally, the Principal or designee shall assist the student in filing a complaint. If the complaint is resolved informally, the Principal or designee shall notify the EEO Coordinator of the resolution of the complaint.~~
- p. Failure by a principal to respond to a complaint in a timely manner will automatically allow the complainant to re-file the complaint with the area superintendent.
  - q. **Pursuing the Investigation.**— During the investigation, the ~~P~~principal/~~or~~ designee may take any action necessary to protect the complainant, or other employees or

272 students or employees, consistent with the requirements of applicable regulations  
273 and statutes. In general, complainants shall continue attendance at the school  
274 and pursue their studies as directed while the investigation is conducted and the  
275 complaint is pending resolution.

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- 277 i. The Pprincipal/~~or~~ designee is encouraged to ask open-ended questions to  
278 enable students to describe what happened in their own words.
- 279
- 280 ii. The Pprincipal/~~or~~ designee may request that the accused/student or custodial  
281 parent/guardian on the student's behalf prepare a written response to the  
282 complaint;~~;~~ or the Pprincipal/~~or~~ designee may prepare a written statement of  
283 the accused/student's oral response to the complaint based on their meeting  
284 and obtain the signature of the accused/student and/or custodial  
285 parent(s)/guardian after his/her review of the statement.
- 286
- 287 iii. The Pprincipal/~~or~~ designee should ~~review and~~ dictate and then review  
288 his/her notes with the complainant and accused/ student after the interviews  
289 to verify the facts and ensure accuracy, and then obtain signatures, but shall  
290 not tape the interviews.
- 291
- 292 iv. When necessary to carry out his/her investigation or for other good reasons,  
293 and consistent with federal and state privacy laws, the Pprincipal/~~or~~  
294 designee may discuss the complaint with any of the following persons:
- 295
- 296 A. Superintendent/~~or~~ designee;
- 297
- 298 B. Chief Academic Officer;
- 299
- 300 C. ~~A~~area superintendents ~~Executive Directors~~;
- 301
- 302 D. associate-~~S~~superintendents;
- 303
- 304 E. Chief of School Police;
- 305
- 306 F. the custodial parent(s)/guardian of the complainant, if the complainant  
307 is under eighteen (18) years of age;
- 308
- 309 G. the custodial parent(s)/guardian of the accused/student, if the  
310 accused/student is under eighteen (18) years of age~~;~~

- 311
- 312 H. a teacher or staff member whose knowledge of the students involved
- 313 may help determine who is telling the truth;<sub>z</sub>
- 314
- 315 I. child protective agencies responsible for investigating child abuse;<sub>z</sub>
- 316 and/or
- 317
- 318 J. legal counsel for the ~~district~~ Board.
- 319
- 320 r. **Written Decision of the Principal/Designee.**— Upon completion of the
- 321 investigation, the ~~P~~principal/~~or~~designee will make a decision about the validity of
- 322 the allegations in the complaint and about any corrective action, if applicable. In
- 323 reaching a decision about the complaint, the ~~P~~principal/~~or~~ designee should take
- 324 into account:
- 325
- 326 i. ~~S~~statements made by the persons identified in ~~Section 5~~ paragraph (11)(n)
- 327 above;
- 328
- 329 ii. ~~T~~the details and consistency of each person's account;
- 330
- 331 iii. ~~E~~evidence of how the complainant reacted to the incident;
- 332
- 333 iv. ~~E~~evidence of past instances of harassment or discrimination by the accused/
- 334 student (provided that, if evidence of past harassment/discrimination are to
- 335 be considered, the principal/designee must review in their entirety the files
- 336 regarding those past incidents);
- 337
- 338 v. ~~E~~evidence of past harassment or discrimination complaints that were found
- 339 to be untrue (provided that, if evidence of past accusations or complaints is
- 340 to be considered, the principal/designee must review in their entirety the
- 341 files regarding those past incidents); and
- 342
- 343 vi. ~~C~~ase law, state and federal laws and regulations, and the ~~District's~~ Board's
- 344 policy prohibiting sexual harassment and discrimination.
- 345
- 346 s. To determine the severity of the harassment or discrimination, the ~~P~~principal/~~or~~
- 347 designee may consider, among other things:
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- 349 i. ~~H~~ow the misconduct affected one or more student's education;<sub>z</sub>

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- ii. ~~The~~ type, frequency, and duration of the misconduct;
  - iii. ~~The~~ number of persons involved;
  - iv. ~~The~~ subject(s) of harassment or discrimination;
  - v. ~~The~~ place and situation where the incident occurred; and/or
  - vi. ~~Other~~ incidents at the school, including incidents of harassment or discrimination that were not related to sex.
- t. Within thirty (30) calendar days of the filing of the complaint, the ~~P~~ principal/ ~~or~~ designee shall give the ~~A~~area superintendent/ ~~Executive Director~~ or designee and the EEO/Title IX Coordinator a written report that describes the complaint and investigation and contains his/her findings, decision, and reasons for the decision.
- i. If the principal/designee ~~he/she~~ verifies that sexual harassment or discrimination occurred, this report shall describe the actions ~~he/she took~~ taken to end the harassment or discrimination, address the effects of the harassment or discrimination on the complainant, and prevent retaliation or further harassment or discrimination.
  - ii. The ~~P~~ principal/ ~~or~~ designee ~~will~~ shall notify the parties in writing of ~~his/her~~ the decision and their right to review by the ~~A~~area superintendent/~~Executive Director~~ or designee. (If the complaint was originally filed with, and investigated by, the EEO/Title IX Coordinator instead of the principal, the Title IX Coordinator shall inform the parties of the right to appeal to the Chief Academic Officer/designee within ten (10) days after receiving the Coordinator's decision.)
- u. No retaliation of any kind is permitted on the basis of any individual's having made a discrimination or harassment complaint.
12. Review by Area Superintendent ~~Executive Director~~ of a Complaint Against an Accused/Student.—If the complaint is not resolved at the school-site level to the satisfaction of the parties ~~in the site-level process~~ or their custodial parents(s)/guardian, either party or their custodial parents(s)/guardian may seek review by the ~~A~~area

389 superintendent Executive Director or designee, by using through the following procedures  
 390 process-:

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- 392 a. The written complaint and request for review shall be sent to the area  
 393 superintendent's office within ten (10) days of the completion of the site-level  
 394 process by the principal/designee.
- 395
- 396 i. If the principal's designee conducted the investigation and made the  
 397 decision, the first level of appeal is to the principal rather than the area  
 398 superintendent. If the complaint was conducted by, or has been reviewed  
 399 by, the principal, the next level of appeal is to the area  
 400 superintendent/designee. (If the complaint was originally filed with, and  
 401 investigated by, the EEO/Title IX Coordinator instead of the principal, the  
 402 next level of appeal is to the Chief Academic Officer/designee.) ~~The written~~  
 403 ~~complaint and request for review shall be sent to the Area Executive~~  
 404 ~~Director's office within ten (10) days of the completion of the site-level~~  
 405 ~~process by the Principal or designee.~~
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- 407 ii. However, If-if the A area superintendent/ Executive Director or designee is  
 408 directly involved with a complaint or closely related to ~~with~~ the parties to  
 409 the complaint, then ~~an impartial designee~~ the Chief Academic  
 410 Officer/designee shall be asked to conduct the investigation review and/or  
 411 further investigation.
- 412
- 413 b. **Notice Requirement.**— Notice will be given to all parties of a request for review  
 414 by the A area superintendent/ Executive Director or designee within two (2) days  
 415 of the request for review.
- 416
- 417 c. **Procedure.**— The A area superintendent/ Executive Director or designee shall  
 418 review the complaint, the answer to the complaint, the P principal's report, and  
 419 any other evidence in the record. The A-area superintendent/ Executive Director  
 420 ~~or~~ designee may conduct any further investigation he/she deems necessary.
- 421
- 422 i. The area superintendent/designee will review the principal's decision as to  
 423 the validity of the allegations and any corrective action and will make a  
 424 decision within thirty (30) calendar days after receipt of the request for  
 425 review. Time limits may be extended by written mutual agreement of the  
 426 individual(s) making the complaint and ~~the person to whom the complaint is~~

427 ~~addressed~~ accused/student or custodial parent(s)/guardian on the  
 428 accused/student's behalf.

- 429
- 430 ii. No retaliation of any kind is permitted because an individual has made a  
 431 sexual harassment or sexual discrimination complaint. During the  
 432 investigation, the ~~A~~ area superintendent/ Executive Director or designee may  
 433 take any action necessary to protect the complainant, ~~or other employees or~~  
 434 students, or employees, consistent with the requirements of applicable  
 435 regulations and statutes. ~~The Area Executive Director or designee will~~  
 436 ~~review the Principal's decision as to the validity of the allegations and any~~  
 437 ~~corrective action, and will make a decision within thirty (30) calendar days~~  
 438 ~~after receipt of the request for review.~~
- 439
- 440 iii. The ~~A~~ area superintendent/ Executive Director or designee shall take action  
 441 deemed appropriate to resolve the situation, including, but not limited to  
 442 warning, out-of-school suspension, expulsion, transfer to alternative school,  
 443 or other disciplinary action by the school, consistent with the requirements  
 444 of applicable procedures outlined in each § school's Student-Parent  
 445 Handbook, School District Board P policy, and Florida law.
- 446
- 447 iv. The ~~A~~ area superintendent/ Executive Director or designee will inform the  
 448 parties in writing of ~~his/her~~ the decision and the parties' right to appeal.
- 449
- 450 v. A copy of the decision will be sent to the EEO/Title IX Coordinator.
- 451

452 13. **Appeal to the Chief Academic Officer/Designee**

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- 454 a. If the complainant or accused/student, or their custodial parent(s)/guardian, is  
 455 dissatisfied with the area superintendent's decision, that decision may be  
 456 appealed in writing to the Chief Academic Officer/designee within ten (10) days  
 457 after receipt of the decision.
- 458
- 459 i. If the area superintendent's designee conducted the investigation, the next  
 460 level of appeal is to the area superintendent rather than the Chief Academic  
 461 Officer.
- 462
- 463 ii. If the Chief Academic Officer/designee is directly involved with a complaint  
 464 or closely related to a party to the complaint, then the Chief Operating  
 465 Officer/disignee shall be asked to review the matter.

- 466
- 467 b. Notice.— Notice of the appeal shall be given in writing to the complainant and
- 468 accused/student and their custodial parent(s)/guardian(s) within two (2) days of
- 469 receipt of the appeal.
- 470
- 471 c. Procedure.— The Chief Academic Officer/designee shall review the written
- 472 complaint, the accused/student's response to the complaint (or
- 473 parent's/guardian's response on behalf of the accused/student), and all
- 474 documentation pertaining to the alleged harassment or discrimination including
- 475 the area superintendent's decision.
- 476
- 477 i. The Chief Academic Officer/designee, in his/her discretion, may request
- 478 additional information.
- 479
- 480 ii. The Chief Academic Officer/designee shall issue a written decision to the
- 481 parties within twenty (20) calendar days of request of the appeal.
- 482

483 14. **Appeal Procedure to the Superintendent**

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- 485 a. If the complainant or accused/student, or their custodial parent(s)/guardian, is
- 486 dissatisfied with the ~~Area Executive Director's~~ Chief Academic Officer's decision,
- 487 that decision it may be appealed in writing to the Superintendent within ten (10)
- 488 days after receipt of the decision.
- 489
- 490 i. If the Chief Academic Officer's designee conducted the investigation, the
- 491 next level of appeal is to the Chief Academic Officer, rather than to the
- 492 Superintendent.
- 493
- 494 ii. If the Superintendent is directly involved with a complaint or closely related
- 495 to a with the partiesparty to the complaint, then ~~an impartial designee~~ the
- 496 Chief Counsel to the Board shall be asked to review the matter and report
- 497 the findings in writing to the Board.
- 498
- 499 b. Notice.— Notice of the appeal shall be given to all parties within two (2) days of
- 500 receipt of appeal.
- 501
- 502 c. Procedure.— The Superintendent/~~or~~ designee shall review the written complaint,
- 503 the accused/student's response to the complaint (or the response of the custodial
- 504 parent(s)/guardian on behalf of the accused/student), and all documentation

505 pertaining to the alleged sexual harassment or discrimination, including the ~~Area~~  
506 ~~Executive Director's~~ Chief Academic Officer's decision.

- 507
- 508 i. The Superintendent/ ~~or~~ designee, ~~in his/her discretion,~~ may request  
509 additional information.
- 510
- 511 ii. The Superintendent/ ~~or~~ designee shall issue a written decision to the parties  
512 within twenty (20) calendar days of request of the appeal. The decision of  
513 the Superintendent/ ~~or~~ designee is the final decision of the District.
- 514

- 515 15. Other Means of Resolution. - - If the complainant is not satisfied with the results of the  
516 procedures contained in this policy, he/ ~~or~~ she may utilize other means for resolution  
517 as provided by law, including seeking recourse through the ~~F~~ederal Office for Civil  
518 Rights ("OCR").
- 519

520 16. GRIEVANCE PROCEDURE FOR SEXUAL HARASSMENT OR DISCRIMINATION BY  
521 EMPLOYEES – Investigation and Resolution of Complaints Against an  
522 (Accused/Employee)

523

- 524 a. ~~Site Level Procedure~~ Reporting Discrimination or Harassment. - - Any student/ ~~or~~  
525 applicant for admission (or the custodial parent(s)/guardian behalf thereof) who  
526 believes he/ ~~or~~ she is a victim of discrimination or harassment, ~~of~~ (or any  
527 individual, including any student, teacher, or other employee of the ~~School~~  
528 District, who has knowledge of any incident(s) involving sexual discrimination  
529 against, or harassment of, students) is strongly encouraged to report the  
530 incident(s) to ~~a school official~~ the principal. Due to the sensitive nature of sexual  
531 harassment complaints, the complaint may be filed directly with the EEO/Title IX  
532 Coordinator.
- 533
- 534 b. School officials must report any allegations of discrimination or harassment to the  
535 ~~P~~principal and to the EEO/Title IX Coordinator.
- 536
- 537 c. School officials must instruct students that they may file a complaint with the ~~P~~  
538 principal/ or designee or the EEO/Title IX Coordinator. If the ~~P~~principal is  
539 directly involved with a complaint or with the parties to the complaint, then the  
540 incident may be reported directly to the EEO/Title IX Coordinator.
- 541
- 542 d. It is the responsibility of the principal to forward all complaints to the area  
543 superintendent and EEO/Title IX Coordinator.

- 544  
545 e. **Filing the Compliant Form.** ~~Individuals~~ Complainants (or the custodial  
546 parent(s)/guardian on behalf thereof) may file a complaint, either orally or in  
547 writing, with the Pprincipal/~~or~~ designee or the EEO/Title IX Coordinator by using  
548 the ~~Harassment and Discrimination Complaint~~ Student Complaint Report form  
549 (PBSD 1615). Said form is hereby incorporated by reference and made a part of  
550 this Policy and is available on the District's web site at  
551 <http://www.palmbeach.k12.fl.us/Records/Forms.htm>.  
552
- 553 i. Complaints should be filed as soon as possible after the alleged incident, but  
554 must be filed within sixty (60) calendar days of the alleged incident. Failure  
555 on the part of the complainant to initiate and/or follow up on a complaint in  
556 a timely manner may result in the complaint being deemed abandoned.  
557
- 558 ii. The Pprincipal/~~or~~ designee may assist the individual in completing the Fform  
559 by recording information on it the ~~Harassment and Discrimination~~  
560 ~~Complaint Form~~ (for an individual who makes the report orally), reviewing it  
561 with the complainant, and obtaining the complainant's signature. The  
562 complainant will be requested to provide signed, specific information  
563 regarding the alleged discrimination or harassment, the alleged offender(s),  
564 witnesses, and other relevant information.  
565
- 566 iii. All complaints filed with the Pprincipal/~~or~~ designee must be reported to the  
567 A-area superintendent ~~Executive Director~~ and the EEO/Title IX Coordinator.  
568
- 569 f. **Notice to Parent(s)/Guardians.** ~~Upon receiving a complaint, within two (2) days~~  
570 of the allegations, and in accordance with federal and state privacy laws, the  
571 principal/designee shall notify the custodial parent(s)/guardian of any student  
572 under age eighteen (18) who is involved in alleged harassment or discrimination.  
573 Notification may be made by telephone, letter, or personal conference. The  
574 students involved and their custodial parent(s)/ guardians will also be notified of  
575 events and decisions described in this Policy.  
576
- 577 g. **Investigation by EEO/Title IX Coordinator.** ~~The EEO/Title IX Coordinator or~~  
578 designee shall document and promptly and thoroughly investigate all complaints  
579 of harassment or discrimination, including the following steps to ensure that  
580 problems are appropriately addressed:  
581

- 582 i. ~~P~~romptly talk with the complainant. The complainant (and/or the custodial  
 583 parent(s)/guardian) shall have an opportunity to describe the incident,  
 584 present any evidence, name witnesses, and put his/her complaint in writing,  
 585 if he/she has not already done so.;
- 586
- 587 ii. ~~T~~alk with any witnesses or others who may have relevant information.; and  
 588
- 589 iii. ~~C~~onduct an investigation meeting with the accused/employee, and the  
 590 accused/employee's representative, if applicable, to discuss the allegations  
 591 and allow the accused/employee to respond to the allegations.  
 592
- 593 h. During the investigation, the EEO/Title IX Coordinator may recommend to the  
 594 Chief Personnel Officer/~~or~~ designee, any action necessary to protect the  
 595 complainant, or other employees or students, consistent with the requirements of  
 596 applicable ~~regulations or statutes,~~ State Board of Education Rules, Schol Board  
 597 Policies, and collective bargaining agreements. In general, complainants will  
 598 continue attendance at the school and pursue their studies as directed while the  
 599 investigation is conducted and the complaint is pending resolution. ~~The EEO~~  
 600 ~~Coordinator shall document all complaints to ensure that problems are~~  
 601 ~~appropriately addressed.~~  
 602
- 603 i. When necessary to carry out ~~his/her~~ the investigation or for other good  
 604 reasons, and consistent with federal and state privacy laws, the EEO/Title IX  
 605 Coordinator also shall discuss the complaint with the following persons, as  
 606 appropriate:  
 607
- 608 A. Superintendent/~~or~~ designee;
- 609
- 610 B. Chief Operating Officer and/or Chief Operating Officer;
- 611
- 612 C. ~~A~~ area superintendent/designee ~~Executive Directors;~~
- 613
- 614 D. ~~A~~ associate Superintendents;
- 615
- 616 E. Chief of School Police;
- 617
- 618 F. Chief Personnel Officer;
- 619
- 620 G. Director of ~~Employee~~ Labor Relations;

- 621  
622 H. ~~T~~he custodial parent(s)/guardian of the complainant, if the complainant  
623 is under eighteen (18) years of age;  
624  
625 I. ~~A~~a teacher or staff member whose knowledge of the student(s) or  
626 employee(s) involved may help determine who is telling the truth;  
627  
628 J. ~~C~~hild protective agencies responsible for investigating child abuse;  
629  
630 K. ~~L~~egal counsel for the ~~District Board~~; ~~and/or~~  
631  
632 L. ~~E~~xclusive bargaining representative or ~~their~~ the legal counsel thereof,  
633 if appropriate; and  
634  
635 M. the accused/employee.  
636

637 17. ~~Resolution~~ **Decision of the EEO/Title IX Coordinator.**-- Upon completion of the  
638 investigation, the EEO/Title IX Coordinator shall make a decision about the validity of  
639 the allegations in the complaint.  
640

- 641 a. The EEO/Title IX Coordinator shall discuss the determination and any corrective  
642 action with the ~~P~~principal/~~or~~ designee.  
643  
644 b. In reaching a decision about the complaint, the following should be taken into  
645 account:  
646  
647 i. ~~S~~tatements made by the persons identified above;  
648  
649 ii. ~~T~~he details and consistency of each person's account;  
650  
651 iii. ~~E~~vidence of how the complainant reacted to the incident;  
652  
653 iv. ~~E~~vidence of past instances of harassment or discrimination by the  
654 accused/employee (provided that, if evidence of past harassment/  
655 discrimination are to be considered, the investigator must review in their  
656 entirety the files regarding those past incidents);  
657  
658 v. ~~E~~vidence of past harassment or discrimination complaints that were found  
659 to be untrue (provided that, if evidence of past accusations or complaints is

- 660 to be considered, the investigator must review in their entirety the files  
661 regarding those past incidents); and  
662
- 663 vi. ~~C~~ase law, state and federal laws and regulations, and ~~the District's Board~~  
664 ~~p~~olicies prohibiting harassment and discrimination.  
665
- 666 c. To determine the severity of the harassment or discrimination, the following may  
667 be considered:  
668
- 669 i. ~~H~~ow the misconduct affected one or more student's education;  
670
- 671 ii. ~~T~~he type, frequency, and duration of the misconduct;  
672
- 673 iii. ~~T~~he number of persons involved;  
674
- 675 iv. ~~T~~he subject(s) of harassment or discrimination;  
676
- 677 v. ~~T~~he place and situation where the incident occurred; and  
678
- 679 vi. ~~O~~ther incidents at the school.  
680
- 681 d. The following action(s) ~~or discipline~~ may be taken, consistent with any applicable  
682 collective bargaining agreement provisions, to resolve a complaint of harassment  
683 or discrimination:  
684
- 685 i. ~~N~~o action, if the complaint is unsubstantiated;  
686
- 687 ii. ~~T~~raining requirements for the employee;  
688
- 689 iii. ~~O~~ral reprimand of the employee;  
690
- 691 iv. ~~W~~ritten reprimand of the employee;  
692
- 693 v. ~~S~~suspension of the employee ~~up to and including termination~~;  
694
- 695 A. For the first offense of verified harassment of, or discrimination against,  
696 a student, suspension should be recommended for a minimum of thirty  
697 (30) days without pay.  
698

699                    B. Suspension without pay and/or termination requires School Board  
 700                    action.

701  
 702                    vi. Termination of the employee should be recommended, subject to Board  
 703                    action, for the second offense of verified harassment of, or discrimination  
 704                    against, a student.

705

706                    **18. Appeal Procedure for an Accused/Employee**

707

708                    a. If the accused/employee wishes to appeal the action taken in resolution of the  
 709                    complaint, such appeal shall be filed either in accordance with District Board  
 710                    Policyes or pursuant to the relevant collective bargaining agreement.

711

712                    b. For those employees not in a bargaining unit, the appeal shall be filed in  
 713                    accordance with District Board Policy #3.31.

714

715                    **19. Appeal Procedure for Student/Complainant Against Accused/Employee**

716

717                    a. If the complainant ~~or accused/student~~ (or custodial parent(s)/guardian on his/her  
 718                    behalf) is dissatisfied with the EEO/Title IX Coordinator's decision, it may be  
 719                    appealed in writing to the Superintendent/Chief Operating Officer within ten (10)  
 720                    days after receipt of the decision. However, if the Superintendent/Chief  
 721                    Operating Officer is directly involved with a complaint or closely related to with  
 722                    ~~the a partiesparty~~ to the complaint, then ~~an impartial designee~~ the Chief  
 723                    Academic Officer shall be asked to review the matter.

724

725                    b. **Notice.** Notice of the appeal shall be given to ~~all parties~~ the complainant (and  
 726                    the custodial parent(s)/guardian thereof) and the accused/employee within two (2)  
 727                    days of receipt of appeal.

728

729                    c. **Procedure.** The Superintendent/ or Chief Operating Officer/designee shall  
 730                    review the written complaint, the accused/ ~~student's-employee's~~ response to the  
 731                    complaint, and all documentation pertaining to the alleged sexual harassment or  
 732                    discrimination including the EEO/Title IX Coordinator's decision.

733

734                    i. The Superintendent/ or Chief Operating Officer/designee, in his/her  
 735                    ~~discretion,~~ may request additional information.

736 ii. The Superintendent/~~or~~ Chief Operating Officer/designee shall issue a written  
737 decision to the parties within twenty (20) calendar days of request of the  
738 appeal.

739  
740 d. If the complainant (or custodial parent(s)/guardian thereof) is not satisfied with the  
741 results of the Chief Operating Officer's/designee's review, appeal may be filed  
742 with the Superintendent. The decision of the Superintendent/~~or~~ designee is the  
743 final decision of the District. However, if the Superintendent is directly involved  
744 with a complaint or closely related to one of the parties, then the Chief Counsel  
745 to the Board shall be asked to review the matter, rather than the Superintendent,  
746 and report the results of the review to the Board.

747  
748 e. If the complainant is not satisfied with the results of the procedures contained in  
749 this ~~p~~Policy, he/ ~~or~~ she may utilize other means for resolution as provided by  
750 law, including seeking recourse through the ~~F~~ederal Office for Civil Rights  
751 (“OCR”).  
752

## 753 20. Confidentiality

754  
755 a. To the greatest extent possible, all complaints will be treated as confidential and  
756 in accordance with Fla. Stat. § 228.093(3)(d), ~~§ 119.07(3)(p)~~, and the Family  
757 Educational Rights and Privacy Act (“FERPA”), and any other applicable law, such  
758 as §§ 119.07(3)(p), 231.291(3), and 231.262(1), Fla. Stat.

759  
760 b. However, limited disclosure may be necessary to complete a thorough  
761 investigation as described above. The District’s obligation to investigate and take  
762 corrective action may supersede an individual’s right to privacy.

763  
764 c. The complainant’s identity shall be ~~confidentially~~ protected, but absolute  
765 confidentiality cannot be guaranteed.

766  
767 21. ~~Notice.~~ Informing Students and Employees About this Policy.— Notice of the  
768 existence of this ~~p~~Policy, prevention plan, and procedures shall be posted in  
769 prominent locations in all District buildings, including information on how to receive  
770 a copy. Notice shall be included annually in student, parent, and staff handbooks.

771  
772 a. ~~b.~~ Upon receiving a complaint, and in accordance with federal and state privacy  
773 laws, the Principal or designee shall notify the custodial parents/ guardians of all  
774 students under age (18) who is involved in the alleged harassment or

775 ~~discrimination within two (2) days of the allegations. Notification may be made~~  
776 ~~by telephone, letter, or personal conference. The students involved and their~~  
777 ~~parents/guardians will also be notified of events and decisions described in this~~  
778 ~~policy.~~

## 780 **22. Retaliation Prohibited**

- 781
- 782 a. Retaliation includes, but is not limited to, any form of intimidation, reprisal or  
783 harassment in connection with filing a complaint or assisting with an  
784 investigation under this Policy.
- 785
- 786 b. Retaliatory or intimidating conduct against any individual who has made a  
787 harassment or discrimination complaint or any individual who has testified,  
788 assisted, or participated, in any manner, in an investigation is specifically  
789 prohibited.
- 790
- 791 c. ~~The Principal or~~ designee, and EEO/Title IX Coordinator, if applicable, shall  
792 inform the complainant that he/she is protected by law from retaliation.
- 793

## 794 **23. Additional Assistance Available**

- 795
- 796 a. In all cases, the District reserves the right to refer the results of its own  
797 investigation to the State Attorney for the Fifteenth Judicial Circuit for possible  
798 criminal charges, whether or not the District takes any other action on its own  
799 account.
- 800
- 801 b. The District will provide counseling services for students who have been  
802 harassed or discriminated against.
- 803
- 804 c. Training will be provided to assist teachers and counselors who work with  
805 students to prevent sexual harassment and discrimination between people of the  
806 same sex or the opposite sex.
- 807
- 808 d. The Office for Civil Rights is a federal agency in the Department of Education that  
809 ~~ensures that schools'~~ compliance with ~~charged with implementing~~ Title IX of the  
810 Education Amendments and can be contacted by telephone at 1-800-421-3481;  
811 by fax at (404) 562-6455; or by e-mail at OCR Atlanta@ed.gov.
- 812

813 e. For more information, one may contact: EEO/Title IX Coordinator, 3370 Forest  
 814 Hill Boulevard, Suite ~~A-128~~ A-115, West Palm Beach, Florida, 33406;  
 815 Telephone: (561) 434-8637; or visit <http://www.ed.gov/ocr/sex.html> on the  
 816 Internet.

817  
 818 STATUTORY AUTHORITY: § 230.22(2); 230.23(47)(22); 230.23005(6), Fla.  
 819 Stat.

820  
 821 LAWS IMPLEMENTED: § 119.07(3)(p); 228.2001(2)(a), (b) (Florida  
 822 Education Equity Act); 228.093(3)(d); 230.22(1),  
 823 230.23(6)(d)1, 8; 230.33(8); 231.001; 231.291(3)(a);  
 824 231.262(1), 760.01(2), Fla. Stat.; Title II of the  
 825 Americans With Disabilities Act (42 U.S.C. 12131, et  
 826 seq. (Title II of the Americans with Disabilities Act);  
 827 Title IX of the Education Amendments of 1972 (20  
 828 U.S.C. § 1681-1688 et. seq. (Title IX of the Education  
 829 Amendments of 1972); Title VI of the Civil Rights Act of  
 830 1964 (42 U.S.C. § 2000d et. seq. (Title VI of the Civil  
 831 Rights Act of 1964); Section 504 of the Rehabilitation  
 832 Act of 1973 (29 U.S.C. § 794 (Section 504 of the  
 833 Rehabilitation Act of 1973); 20 U.S.C. § 1232g (Family  
 834 Educational Rights and Privacy Act ("FERPA")); §  
 835 228.2001(2)(a) Fla. Stat., ("Florida Education Equity  
 836 Act"); § 228.093(3)(d); 230.23(6)(d)(1) and (8);  
 837 230.22(1) and (2); 230.33(8); 119.07(3)(p), Fla. Stat.

838  
 839 STATE BOARD OF EDUCATION § 6A-19.001; 6A-19.002; 19.008; 6B-1.006(3)(a),  
 840 RULES SUPPLEMENTED (g)

841  
 842 HISTORY: 8/16/95; 3/17/99;  / /02

Legal Signoff:

The Legal Department has reviewed proposed Policy 5.81 and finds it legally sufficient for development by the Board.

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Attorney

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Date