

Reporting a Complaint of Discrimination

The District is committed to providing an environment free from discrimination and harassment. Accordingly, the District prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or other legally protected category. The District has adopted an internal complaint procedure providing for prompt and equitable resolution of complaints alleging any discrimination on the basis of disability or other protected status. The procedure below applies to discrimination or harassment by employees, students, or third parties. Retaliation against anyone who files a complaint or cooperates in the investigation of a complaint is prohibited.

Reporting Procedure

It is essential that any individual who is aware of a possible occurrence of discrimination or harassment immediately report such occurrence. Any person who believes that he or she or another has been subjected to discrimination or harassment carried out by employees, other students, or third parties may file a complaint under this procedure. Complaints may be filed directly with the District Compliance Officer, a Dignity Act Coordinator, or with any other administrator. The filing of a written complaint is preferred, but all complaints, whether written or verbal, will be investigated. Incident reports made to other district administrators will be forwarded to the District Compliance Officer. If the District Compliance Officer is the person alleged to have committed discrimination or harassment, the student or employee should report the incident directly to the Superintendent.

All reports of discrimination and harassment will be investigated in a prompt and impartial manner. Confidentiality will be maintained to the extent feasible.

Investigation of Complaints and Grievances

Per District Policy 3420, the School District will act to promptly, thoroughly, and equitably investigate all complaints, whether verbal or written, of discrimination and/or harassment and will promptly take appropriate action to protect individuals from further discrimination or harassment. In the event an anonymous complaint is filed, the District will respond to the extent possible. To the extent practicable based upon the nature of the complaint, the District will complete an investigation within thirty (30) days of receiving a complaint. The District may take interim remedial actions to alleviate any potential continued harm during the investigation.

Upon receipt of a complaint from a student, parent, or district employee, or upon receiving notice by some other means that prohibited harassment of a student or employee may have occurred or may be occurring, a prompt, thorough, and impartial investigation shall be conducted by the Compliance Officer. The Compliance Officer will gather evidence and interview witnesses identified by the complainant and respondent or during the investigation. The Compliance officer shall inform the complainant of the status of the investigation, including a time frame for completion of the investigation. The complainant and respondent will be notified in writing of the findings and, to the extent appropriate, the outcome of the investigation.

To the extent possible, all complaints will be treated as confidential. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials.

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.

The District's Civil Rights Compliance Officer is the Assistant Superintendent for Educational Services.

Peter Reyes
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Dignity Act Coordinators contact information may be found here:
<https://www.jamesvilledewitt.org/teacherpage.cfm?teacher=1345>