

M.S.D. of LAWRENCE TOWNSHIP
HUMAN DIGNITY PROCEDURES
(BOARD POLICY 1.220)

The following procedures will be used if a student, parent/guardian, or employee believes that an employee or student of the Metropolitan School District of Lawrence Township has violated his/her dignity (or the dignity of his/her child) by means of harassment, discrimination or the making of degrading or insulting remarks.

STEP I

The person making the complaint ("Complainant") shall request a conference as soon as possible with the school official(s), as outlined below at which time the Complainant shall state the specific complaint. The conferees will discuss the concerns raised by the complaint and the attempt to resolve it informally.

If the complaint concerns actions of a certified employee, then the conference shall be with that certified employee. The LEA President shall be notified that a complaint has been made, and the certified employee shall have the right to have representation present per the collective bargaining agreement.

If the complaint concerns the actions of a non-certified employee, then the conference shall include that employee and his/her immediate supervisor.

If the complaint concerns the actions of a student, then the conference shall include the student and an administrator designated by the building principal. If a student is included in any of the conferences listed in these procedures, then the student's parent(s) will be notified and given the opportunity to attend.

STEP II

If the complaint is not satisfactorily resolved after STEP I, the Complainant shall prepare a written statement containing the complaint and present it to the building principal (or Assistant Superintendent if the complaint is against the building principal) as soon as reasonably possible. The written statement shall contain detailed facts and circumstances of the complaint and the Superintendent or his designee shall prepare a form for the complaint which can be submitted in lieu of the written statement. The building principal/assistant superintendent will schedule a conference with the Complainant and other parties involved in the matter and will attempt to resolve the complaint informally.

STEP III

If the complaint is still not satisfactorily resolved after proceeding through STEP II, the Complainant can present the written complaint to the Assistant Superintendent. If the Assistant Superintendent was involved in STEP II of the process, then the Superintendent or designee will receive and review the complaint. After receiving and reviewing the complaint, the Assistant Superintendent will talk separately with the parties involved and attempt to resolve the matter.

If the complaint still remains unresolved, the Assistant Superintendent will convene a conference with the parties involved. The conference will also include the immediate supervisor of a non-certified employee, the building principal and such other persons whom the Assistant Superintendent believes to be necessary to conduct the conference. In the case of a teacher

involved in the complaint, the teacher shall have the right to representation as provided in the collective bargaining agreement.

After this conference, the Assistant Superintendent will prepare a written summary containing his/her findings concerning this complaint and a disposition of the complaint. Copies of this statement and disposition will be given to the Superintendent, and to all persons who attended the STEP III conference. This disposition may include one or a combination of the following actions:

- Dismissal of the complaint.
- A written reprimand to be placed in the employee's or student's file. (If the employee desires, he/she may write a response to this reprimand which shall be attached to the material placed in the employee's personnel file.)
- A recommendation to the Superintendent or suspension of the employee with or without pay, pending further investigation.
- A recommendation that the Superintendent pursue termination of the employee (per collective bargaining agreement).
- A recommendation to the Superintendent to commence procedures necessary for the suspension or expulsion of the student.
- A recommendation that the building principal impose discipline on the student short of expulsion or suspension.
- Referral of the complaint to appropriate legal authorities or agencies.

STEP IV

If the Complainant or the party against whom the complaint was made is not satisfied with the disposition of the incident under STEP III, and the disposition does not involve an action which could lead to a hearing before the Board of Education, then the party may request a conference with the Board of Education by submitting such request in writing to the Superintendent. The Board of Education shall conduct such conference in executive session and shall advise the parties of its disposition of the matter.

Procedures reviewed and revised by
David Day, Legal Counsel
M.S.D. of Lawrence Township
October 1, 1990
Revised May, 1994