

## **UTICA CITY SCHOOL DISTRICT SEXUAL HARASSMENT REGULATIONS**

The complaint officer, **Sara Klimek**, is responsible for coordinating federal regulations concerning sexual harassment.

Any person who believes that he/she has been subjected to sexual harassment is to report such conduct to their Principal/Director. If the Principal/Director is the alleged offender, the report shall be made to the next level of supervisory authority or to the Complaint Officer. The complainant has the option to request an informal conciliation procedure and/or a formal complaint procedure.

Confidentiality of all reports of sexual harassment will be held as strict as possible. Subject to all applicable laws and collective bargaining agreements, the following guidelines shall be utilized in the investigation and resolution of sexual harassment complaints.

### **A. Informal Conciliation Procedure**

1. For informal conciliation, individuals should confer with the building principal or immediate administrative supervisor to achieve prompt resolution.
2. The building principal or immediate administrative supervisor shall have the final determination on all such matters in the conciliation procedure.
3. Should the complainant feel that conciliation has not been reached, the complainant has the right to initiate the formal complaint procedure.

### **B. Formal Complaint Procedure**

1. Any person who alleges sexual harassment by any staff member, student or third party subject to the control of school authorities should file a formal complaint directly to the building principal or immediate administrative supervisor of the accused or the Complaint Officer or his/her designee following the procedure as specified below.
2. A person choosing to file a formal complaint has the following options. S/he may file the formal complaint with the **building principal or immediate administrative supervisor** of the accused or directly with the District's Complaint Officer or his/her designee. Should the building principal or immediate administrative supervisor or the district superintendent or a member of the Board of Education be the subject of the complaint, the complainant should refer the complaint directly to the Complaint Officer or his/her designee. The Complaint Officer will, in accordance with applicable federal guidelines and regulations, conduct a prompt and thorough investigation, issue a written report of the results of the investigation, and notify the complainant in writing of the outcome. A copy of the complaint and the written report of the results of the investigation will be submitted to the District Office.

**C. Corrective Action/Resolutions**

The Complaint Officer will inform the **Superintendent** of the outcome of his/her investigation. If the Complaint Officer issues a finding that no sexual harassment has occurred, the Complainant, if not satisfied with this resolution may appeal the decision to the **Superintendent**. If the Complainant is satisfied with the finding, the Complainant will so indicate in writing and the matter will be deemed closed.

Should the Complaint Officer determine that corrective action is necessary, said officer shall follow all applicable laws and regulations and appropriate collective bargaining agreements in the resolution of the complaint.

The Complainant shall receive a copy of any and all reports issued by the Complaint Officer pertaining to the investigation/outcome of the formal complaint.

**D. Appeal to the Board of Education**

In the event that a Complainant is not satisfied with the Superintendent's decision, they may file an appeal with the **Board of Education**. Following an investigation by the Complaint Officer, the **Board of Education** will conduct a hearing and issue a written response to the Complainant following completion of the hearing.

The Complaint Officer will make follow-up inquiries to ensure that the harassment has not resumed and that the victim and any witnesses have not suffered retaliation.

Regardless of whether a complaint has been filed, if the **District** knows or has reason to know of the existence of any alleged sexual harassment, the **District** shall require a prompt and thorough investigation by appropriate personnel.

**Complaint Officer: Sara Klimek, Chief Human Resources Officer**  
**929 York Street, Utica, NY 13502**  
**315-792-2249; (Fax) 792-4885**

## UTICA CITY SCHOOL DISTRICT

### Sexual Harassment Complaint Form

The Utica City School District and its designees shall respect the right to confidentiality of the complainant, witness (if any) and the accused consistent with the school district's legal obligations.

Name of Complainant: \_\_\_\_\_

Position of Complainant: \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Name of Alleged Harasser: \_\_\_\_\_

Date & Place of Incident(s): \_\_\_\_\_

Description of Misconduct: \_\_\_\_\_

\_\_\_\_\_

Name of Witnesses: \_\_\_\_\_

\_\_\_\_\_

Evidence of Harassment, i.e., letters, photos: \_\_\_\_\_

\_\_\_\_\_

Any Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# UTICA CITY SCHOOL DISTRICT

## Sexual Harassment Witness Disclosure Form

The Utica City School District and its designees shall respect the right to confidentiality of the complainant, witness (if any) and the accused consistent with the school district's legal obligations.

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony/Interview: \_\_\_\_\_

Description of Instance Witnessed: \_\_\_\_\_

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Any Other Information: \_\_\_\_\_

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I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_