

**Notice of the Almond-Bancroft School District's Policies on Sex
Discrimination, The District's Title IX Coordinator, and Procedures
for Filing a Complaint of Sex Discrimination**

Title IX Nondiscrimination Policy Statement- As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ('The federal Title IX regulations'), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to the District's Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District's commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board. The Board of Education policies are published on the District's website at:

<https://go.boarddocs.com/wi/almondbancroft/Board.nsf/vpublic?open>

- Policy 411, Equal Educational Opportunities
- Rule 411, Student Discrimination Complaint Procedures
- Policy 411.1, Student Harassment - Anti-Bullying and Anti-Harassment
- Rule 411.1(1), Student Harassment - Reporting Bullying/Harassment: Procedures for Students, Parents, and Other Non-Employees
- Rule 411.1(2), Student Harassment - Reporting Bullying/Harassment: Expectations and Procedures for District Employees
- Rule 411.1(3), Student Harassment - Responding to Reports of Bullying and Harassment Involving Students
- Policy 511, Equal Opportunity Employment
- Rule 511, Employment Discrimination Complaint Procedures
- Policy 512, Employee Harassment
- Exhibit 512, Harassment and Bullying Complaint Form

District Title IX Coordinator- The Title IX Coordinator(s) for the District are:

James Highfield, 6-12 Principal
1336 Elm Street
Almond, WI 54909
715-366-2941 x414
jhighfield@abschools.k12.wi.us

Lyndsey Larkin, 4K-5 Principal/Special Education Director
1336 Elm Street
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715-366-2941 x123
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Reporting Sex Discrimination- Any person (including a person who is not claiming to have been personally harmed/victimized by the alleged discrimination) may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to the District. Such reports may be submitted as follows:

1. In person, by mail, by telephone, by electronic mail, or through an online portal or webpage provided for this purpose (where available) to the District's Title IX Coordinator using the contact information for the District's Title IX Coordinator as listed above. In person reports should be made when the Title IX Coordinator is reasonably available during regular working hours. Reports submitted by telephone, mail, electronic mail, or through an online portal or webpage (where available) may be made at any time.
2. By reporting the alleged sexual harassment to any District employee who shall be responsible for forwarding the complaint to the District's Title IX Coordinator for review and action as necessary.
3. By any other means that results in the Title IX Coordinator actually receiving the person's verbal or written report.

Filing Formal Complaints of Title IX Sexual Harassment- As required by the federal Title IX regulations, the District has established a formal grievance process for investigating and resolving 'formal complaints' of 'sexual harassment,' as those terms are defined in the regulations.

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX 'complainant'), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a formal complaint of sexual harassment. No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for the District to start an investigation using the District's formal Title IX grievance process.

Complainants are expected to file formal complaints of sexual harassment with a District Title IX Coordinator by submitting a document or electronic submission in person, by U.S. mail, or by electronic mail, using the contact information specified above. In addition, the District will accept submissions of a formal complaint through an online portal or webpage provided for this purpose (where available) so long as the electronic submission contains the complainant's physical or digital signature or otherwise indicates that the complainant is the person filing the formal complaint.

Additional requirements for formal requirements of Title IX sexual harassment, including a description of the required content for a formal complaint, are set forth in Board of Education Policy 411 and Board of Education Rule 411.

District Response to Reports and Complaints of Sex Discrimination and to Formal Complaints of Sexual Harassment under Title IX- The District has established grievance procedures through which the District structures its response to reports that allege unlawful discrimination on the basis of sex in any education program or activity of the District. Those procedures are set forth in Rule 411 and Rule 511, as published on the District's website. The purpose of such procedures is to provide for the prompt and equitable resolution of any report or complaint of alleged sex discrimination, excluding formal complaints of sexual harassment under Title IX (which are subject to a different process).

Any time that the District has actual knowledge of sexual harassment or allegations of sexual harassment that could constitute a violation of Title IX, the District has obligations to respond to such knowledge in a manner that is not deliberately indifferent and in a manner that treats the alleged victim(s) of sexual harassment and the alleged perpetrator(s) of sexual harassment equitably. Such a response includes, but is not limited to, offering supportive measures to a complainant and investigating and resolving any formal complaint that presents allegations of Title IX sexual harassment using the formal grievance process that the District has adopted for such formal complaints. District procedures for responding to alleged sexual harassment under Title IX, including the formal grievance process, are set forth in Rule 411, as published on the District's website.

Training for Title IX personnel

Training will include:

- The definition of sexual harassment
- The scope of the institution's education program or activity
- How to conduct an investigation and grievance process, including hearings, appeals, and informal resolution process, as applicable

- How to serve impartially, including by avoiding prejudgement of the facts at issue, conflicts of interest, and bias

The nature of the training is left to the District's discretion, as long as it achieves the provision's directive that such training provide instruction on how to serve impartially and avoid prejudgement of the facts at issue, conflicts of interest, and bias, and that materials used in such training avoid sex stereotypes. Trauma-informed training is permitted, insofar as it does not create a bias in favor of complainants.

The District's investigators and decision-makers will receive training on issues of relevance, including how to apply the rape shield protections provided only for complainants. Decision-makers also will receive training on any technology used as a live hearing.