

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Civil Rights Comprehensive Notification for Oxford Unified School District #358**

In compliance with the Executive Order 11246, Title II of the Education Amendments of 1976, Title VI of the Civil Rights Act of 1974, Equal Employment Opportunity Act Amendments of 1972, Title IX Regulation Implementing Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and all other Federal and State laws/regulations and school procedure/policies, USD 263 shall not discriminate on the basis of sex, race, color, national origin, age or disability in the educational programs or activities which it operates.

It is the intent of Oxford Unified School District #358 to comply with both the letter and spirit of the law of the aforementioned laws, amendments, regulations, and procedures/policies in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title II, Title VI, Title IX, 504/ADA and age discrimination complaints have been established for students, their parents, and employees who feel discrimination has been demonstrated by the local education agency.

**Specific complaints of alleged discrimination should be referred to:**

**Title VI/IX, 504/ADA Coordinator**

**Dr. Cathi Wilson, Superintendent**

**515 N Water**

**P.O. Box 970**

**Oxford, KS 67119**

**(620) 455-2227**

**Title II/Section 504/ADA, Title VI, Title IX and age discrimination complaints can also be filed**

**with the Regional Office for Civil Rights, 324 E. 11th, Kansas City, MO 64106. All students attending Oxford Unified School District #358 may participate in education programs and activities, but not limited to, health, physical education, music and vocational and technical education regardless of race, color, national origin, age, sex or disability.**

### **Complaint Procedures**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. When a complaint is made, directly to the board as a whole, to a board member as an individual, it will be referred to the administration for study and possible resolution. Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment, or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited.

The superintendent, PO Box 937 Oxford KS, 67119, 620-455-2227 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IV of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided under, are available from the compliance coordinator.

### **Grievance Procedure relative Title IX**

The superintendent of schools is the employee designated to coordinate all efforts to comply with Title IX, including any investigation of any complaints for noncompliance. Any complaint must be filed in writing within thirty days of the alleged sex discrimination.

The Superintendent shall notify the Board of Education and the person or persons designated in the complaint with five days of the filing.

The hearing of the complaint shall be held within twenty (20) days of the filing. Notice of the time and place of the hearing shall be provided to the complainant, Board of Education, and all other involved persons. The notice shall be given at least five days prior to the hearing date.

At the hearing, any interested persons may attend or legal counsel may appear with them. The hearing shall be informal and shall dispense with technical rules of evidence, unless otherwise requested.

Upon conclusion of the hearing the Superintendent will render a decision and any recommendations to the Board of Education within ten (10) days.

Within twenty (20) days of receipt of the hearing conclusions, the Board of Education will review the recommendations and take appropriate actions.

### **Racial Harassment Policy**

Racial harassment will not be tolerated in the USD 358 school district. Racial harassment of employees or

students of the district by board members, administrators, certified and support personnel, students,

vendors, and any others having business or other contact with the school district is strictly prohibited. Racial harassment is racially motivated conduct which:

- Affords an individual different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the individual to participate in or benefit from

the services, activities or programs of the school and/or district; or

- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic or work environment; or

- Is sufficiently severe, pervasive or persistent to have the purpose or effect of interfering with a student's academic performance or an employee's productivity or the ability of either to participate in or benefit from the services, activities or programs of the school or district.

Racial harassment shall include, but not be limited to (1) inappropriate racial slurs, (2) racial insults, (3) racial intimidations, (4) employment decisions based on racial issues, and (5) creation of hostile or intimidating working or learning environment based on racial overtones.

No district employee shall racially harass, be racially harassed, or fail to investigate or refer a complaint of racial harassment for investigation. Complaints of racial harassment by employees will be promptly investigated and resolved. Initiation of a complaint of racial harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee. Complaints initiated by students shall not affect their school status or academic standing. Students who violate this policy will be subject to appropriate disciplinary action up to and including expulsion from the school district. Employees who believe that they have been subjected to racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or superintendent.

Students who believe that they have been subject to racial harassment should discuss the situation with their building administrator. If the administrator is the alleged harasser, the student should discuss the matter with the superintendent of schools. If the superintendent is the alleged harasser in any situation, the matter should be discussed with the BOE president. If the BOE as a whole or individual members acting in capacity as a Board Member is the alleged harasser, the matter should be addressed in writing to the Clerk of the Board and the School District attorney for resolution. Employees and students who do not believe that the matter is appropriately resolved through this meeting may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

## **Sexual Harassment Policy**

Sexual Harassment will not be tolerated in the USD 358 school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, inappropriate sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when: (1) submission to conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or learning performance or creating an intimidating, hostile or offensive working or learning environment.

No district employee shall harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment.

Violation of this policy shall result in disciplinary action, up to and including termination, against any employee. Complaints initiated by students shall not affect their school status or academic standing. Students who violate the policy will be subject to disciplinary action which may include expulsion from the district.

Employees who believe that they have been subject to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser; the employee should discuss the problem with the building principal or the superintendent.

Students who believe that they have been subject to sexual harassment should discuss this situation with their building administrator. If the administrator is the alleged harasser, the student should discuss the situation with the superintendent of schools. If the superintendent is the alleged harasser in any situation, the matter should be discussed with the Board of Education President.

If the Board of Education as a whole or as individuals are the alleged harassers in the course of their official duties, the matter should be addressed in written form to the Clerk of the Board and School District's attorney for a resolution. Employees and students who do not believe that the matter is appropriately resolved through the meeting process may file a written complaint under the district's complaint procedure. Confidentiality shall be maintained throughout the process.