

ANNUAL  
HARASSMENT/SEXUAL  
HARASSMENT PREVENTION  
TRAINING

---

Leeds City Schools



I. The Leeds City Board of Education prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background. This policy also applies to non-employment volunteers who work subject to the control of school authorities.

II. The Superintendent shall develop procedures which shall be used by persons alleging harassment.

III. Sexual Harassment by Students – The Leeds City Board of Education desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Leeds City Board of Education. Sexual harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency toward further unacceptable behavior. For these reasons, the Leeds City Board of Education forbids harassment against any student on the basis of gender. The Board will not tolerate harassment activity by any of its students.

A. Definition – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

Examples of sexual harassment may include but are not limited to the following:

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person's body, clothes or sexual activity;
4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Display of sexually suggestive objects, pictures, or written materials;
7. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

B. Specific Prohibition - It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.

C. Procedures - Any student who alleges sexual harassment by an employee or another student should report the harassment to the building principal, assistant principal(s), guidance counselor(s) or Superintendent' designee. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing; should state the act or acts, date(s), and names of witnesses; and should be signed by the complainant.

1. The right to confidentiality, both of the complainant and of the accused will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

D. Penalties - A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.

IV. Sexual Harassment by Employees – Definition – Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;

B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance or creating an intimidating, hostile or offensive work or school environment.

D. Examples of sexual harassment may include, but are not limited to, the following:

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person's body, clothes or sexual activity;

4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Display of sexually suggestive objects, pictures, or written materials.

E. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

F. Any suspected child abuse shall be reported in accordance with state law.

G. Specific Prohibition – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.

1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.

3. It is sexual harassment for a Leeds City Board of Education employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

H. Procedures – It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that administration will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or designee and should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant.

Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. Claims found to be factually supported will be promptly acted upon. No employee or student shall be retaliated against, in any manner, for reporting conduct which is

believed to be a violation of this rule or for participating in an investigation of a possible violation of this rule.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

I. Penalties – Necessary disciplinary action, up to and including termination, may result if sexual harassment occurs. Any employee who makes false allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

**REFERENCE(S):**

CODE OF ALABAMA 16-9-23  
TITLE IX OF EDUCATION AMENDMENTS OF 1972  
PUBLIC LAW 100-960, PUBLIC LAW 102-143

**HISTORY:**

ADOPTED: MAY 23, 2003  
REVISED: OCTOBER 12, 2010  
FORMERLY: 3.43

### Section 1. Bullying, Intimidation, Violence, and Threats of Violence Prohibited.

No student shall engage in or be subjected to bullying, intimidation, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

### Section 2. Jurisdiction.

The conduct prohibited by this policy shall be conduct that takes place in the following locations:

- On school property;
- On a school bus;
- At a school-sponsored function, whether on or off-campus; or
- Electronically or online, whether on or off-campus, if the conduct has the effect of substantially interfering with the educational environment or with the educational performance, opportunities, or benefits of a student.

### Section 3. Definitions.

- (a) The term "bullying" as used in this policy means a continuous pattern of intentional behavior that takes place on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute bullying, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
  - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
  - Have the effect of substantially disrupting or interfering with the orderly operation of the school, whether the conduct occurs on or off school property, online, or electronically.

- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
  - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) The term "hostile environment" as used in this policy means the perception by an affected student or victim that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- (c) The term "violence" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (d) The term "threat" as used in this policy means a statement of an intention to inflict pain, injury, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- (e) The term "threat of violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (f) The term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
- (g) The term "student" as used in this policy means a student who is enrolled in the Leeds City School System.

#### Section 4. Description of Behavior Expected of Students.

- (a) Students are expected to [treat] other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or

threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

- (b) Bullying, intimidation violence, or threats of violence are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victims of such conduct:
- The student's race;
  - The student's sex;
  - The student's religion
  - The student's national origin; or
  - The student's disability.

#### Section 5. Consequences for Violations.

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

#### Section 6. Reporting, Investigation, and Complaint Resolution Procedures.

(a) Complaints alleging violations of this policy may be made on a Board approved complaint form available at the central office, the school's office, or may be a written report of the instances. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

(b) Upon receipt of the complaint, the principal or the principal's designee will, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

(c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy



will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

(d) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

Section 7. Promulgation of Policy and Related Procedures, Rules, and Forms.

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published on the Web site of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

All certified and classified School System personnel are to maintain a professional, ethical relationship with students. Employees are to refrain from improper fraternization or undue familiarity with students. Dating between employees and students is strictly prohibited.

REFERENCE(S):

CODE OF ALABAMA  
16-11-9

HISTORY:

ADOPTED: SEPTEMBER 20, 2004  
REVISED: OCTOBER 12, 2010

FORMERLY: 6.95

## ANNUAL HARASSMENT/ SEXUAL HARASSMENT PREVENTION TRAINING

Leeds City Schools



### Policy for the Prevention of Harassment/Sexual Harassment

The Leeds City Board of Education policy 3.43 prohibits harassment/sexual harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background.

\*\*\*This policy also applies to *non-employment volunteers* who work subject to the control of school authorities (e.g., PTO volunteers).

### Definition

Sexual harassment consists of any of the following:

- unwelcome sexual advances;
- requests for sexual favors; and /or
- other inappropriate verbal or physical conduct that is sexual in nature....

### Definition (continued)

...when such harassment occurs on school property or at a school-sponsored event, that is aimed at...

- coercing an unwilling person into a sexual relationship (whether or not it involves physical contact), or
- that substantially interferes with a student's academic performance, or
- creates an intimidating, hostile, or offensive school environment.

### Examples of Sexual Harassment

Examples may include, but are not limited to any of the following:

- ▣ Verbal harassment or abuse of a sexual nature;
- ▣ Subtle pressure for sexual activity;
- ▣ Repeated remarks to a person with sexual or demeaning implications;
- ▣ Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;

### Examples of Sexual Harassment

- ▣ Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
- ▣ Display of sexually suggestive objects, pictures, or written materials;

### Harassment/Sexual Harassment

However, sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable in nature.

Nevertheless, harassment/sexual harassment in any form is prohibited and claims of such are subject to an investigation, including any suspected child abuse that should be reported as required by state law.

### Specific Prohibition for Administrators and Supervisors

It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

\*\*\*Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

### Specific Prohibition for Non-Administrator/ Non-Supervisory Employees

It is sexual harassment for a non-administrators and non-supervisory employees to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.

It is also sexual harassment for an ANY employee to use his or her authority to solicit sexual favors or attention from students.

Employees at this level who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

### Reporting Complaints of Harassment/Sexual Harassment

It is the responsibility of the employee to promptly report any occurrence of alleged sexual harassment. (\*\*Procedures exist for reporting claims, investigations, and taking corrective action.)

Complaints should be reported to the School System Superintendent, School Administrators, or the Title IX Coordinator.

Complaints should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant.

### Investigations of Complaints

Investigations will be conducted with discretion, with confidentiality for both the complainant and of the accused, consistent with legal obligations regarding allegations of misconduct.

Claims found to be factually supported will be promptly acted upon through corrective action.

\*\*\*In an investigations, no employee or student shall be retaliated against, in any manner, for reporting alleged conduct which is believed to be in violation of this rule or for participating in an investigation of a possible violation of this rule.

### Resolving Claims of Harassment/Sexual Harassment

In determining whether alleged conduct constitutes harassment/sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

The Superintendent, School Administrators, and/or the Title IX Coordinator has the responsibility of investigating and resolving complaints of harassment/sexual harassment.

### Penalties for Harassment/ Sexual Harassment

Necessary disciplinary action, up to and including **termination**, may result if harassment/sexual harassment occurs.

\*\*\*Any employee who makes **false allegations** of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

### Contact Person(s)

If you have questions, please contact Dr. Jason Baker, LCS Title IX Coordinator, at 205-699-5437, extension 2.

\*\*\*If you would rather speak with a female regarding questions, please contact Amy Terry, LCS Personnel Director, at 205-699-5437, extension 1.

### Completing the Training

At this time, please take a minute to read the pink colored, two page MEMORANDUM from Superintendent John Moore regarding our board policy and training regarding harassment/sexual harassment.

Then, complete page two with the required information.

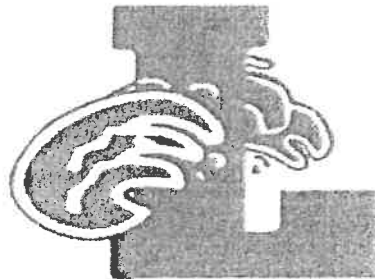
A follow-up email will also be coming from me regarding LCS policies on this matter along with other relevant information, including this training PowerPoint.

# **Bullying, Cyberbullying, and Harassment/Sexual Harassment Hotline**

Call or text the Leeds City Schools Prevention Hotline

205-329-5154

All information is confidential.



The Leeds City School System does not discriminate on the basis of sex, race, national origin, creed, age, marital status, disability, or any other reason prohibited by state or federal law in its educational programs, activities, or employment policies and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and the American with Disabilities Act (ADA). Leeds City Schools utilize curriculum materials that reflect the cultural and racial diversity present in the United States and the variety of careers and roles open to women as well as men in our society. An objective of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the issue of sex, race, religion, and disability, to include Boy Scouts and other designated youth groups. The Curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of rights, duties, and responsibilities of each individual as a member of pluralistic society. Inquiries regarding compliance with Title VI, Title IX, and Section 504 and ADA may be directed to the Superintendent of Education or designee, Leeds City Schools, 1517 Hurst Avenue, Leeds, AL 35094.

#### TITLE IX COORDINATOR

Dr. Jason M. Baker, 1517 Hurst Avenue, Leeds, AL 35094, 205-699-5437

**LEEDS CITY BOARD OF EDUCATION  
REPORT OF VIOLENCE, THREAT OF VIOLENCE, HARASSMENT (All Forms  
Including Sexual), BULLYING, CYBERBULLYING, OR INTIMIDATION**

School Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

INCIDENT REPORTED BY: STUDENT \_\_\_\_\_ PARENT/GUARDIAN \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Specific Location of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

**DESCRIPTION OF CONDUCT/CIRCUMSTANCES LEADING TO COMPLAINT/REPORT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Attach Additional Sheets if Necessary)  
REQUESTED RESOLUTION/RELIEF:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Attach Additional Sheets If Necessary)  
OTHER INFORMATION:**

I believe the incident in question was motivated by the following characteristic(s) (Check all that apply):

- \_\_\_\_\_ Race
- \_\_\_\_\_ Disability
- \_\_\_\_\_ National Orientation
- \_\_\_\_\_ Religion
- \_\_\_\_\_ Gender

The incident resulted in a threat of suicide by the victim:

- \_\_\_\_\_ Yes
- \_\_\_\_\_ No

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

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

OR

Parent/Guardian: \_\_\_\_\_  
Signature

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

**DELIVER TO THE PRINCIPAL'S OFFICE OR MAIL TO THE CENTRAL OFFICE  
1517 HURST AVENUE  
LEEDS, AL 35094**

Approved: 8/14/2018

LCBE/Policy No. 5.28, Anti-Harassment

## APPENDIX E

### Equal Opportunity Complaint Procedure

Complaints made to City of Leeds Board of Education regarding alleged discrimination on the basis of race, color, national origin, sex, or on the basis of handicap, in violation of Title(s) VI, VII, IX or Section 504/ADA, will be processed in accordance with the following procedures:

- (1) Any student, employee or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.
- (2) The coordinator shall have fifteen days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint with the complainant and any other persons involved. The coordinator shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant and the Superintendent.
- (3) If the complaint is not resolved at the conclusion of this fifteen day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.
- (4) The Superintendent shall have fifteen days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.
- (5) If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right within five days of the receipt of the written response of the Superintendent to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system take. The complainant shall also include in the written response a request that the complaint be referred to the Board of Education.
- (6) Within thirty days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator, the response of the Superintendent and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.



- (7) The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
- (8) This procedure is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the Board of Education. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Alabama, Official Code of Alabama Annotated 20-2-940 through 947. The complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the statutes described above.
- (9) This procedure is available to students, employees and the general public. The School Board Policy Manuals are available upon request.

If employees or students think that they have been discriminated against because of their race, gender, color, national origin, religion, disability, age, or any other reason prohibited by state or federal law, they should contact:

Superintendent of Education  
City of Leeds Board of Education  
1404 Eighth Street  
Post Office Box 1029  
Leeds, AL 35094  
(205) 699-5437

OR

The Office of Civil Rights  
U.S. Department of Education  
61 Forsyth Street, S.W., Suite 19T70  
Atlanta, GA 30303  
(404) 562-6350

Contact should be made in writing stating the nature of the grievance and indicating how you may be reached in order to schedule a conference.

Note: The Appendix is a review of federal regulations cited above. Only those areas related to the City of Leeds Board of Education are reviewed in this summary. The complete implementation plan includes the Regulations, City of Leeds Board of Education, Policies and Rules related to personnel and students, a Grievance Procedure, and a Title IX record of implementation activities.

## **IDENTIFICATION OF TITLE IX COORDINATOR**

Any complaints made to the City of Leeds Board of Education regarding violations of Title IX should be made to the following coordinator:

Dr. Jason M. Baker

Title IX Coordinator for the Leeds City Schools

1517 Hurst Avenue

Leeds, AL 35094

205-699-5437