

**Notice To Individuals Complaining Of Harassment or Violence  
Under Policy File JFCB or File GBCH**

To: \_\_\_\_\_

From: \_\_\_\_\_

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

It is the policy of Sweetwater County School District Number One, State of Wyoming (“the District”) to prohibit all forms of illegal discrimination, including sexual harassment. The District’s Policy is stated in two provisions, File JFCB for students and File GBCH for employees. Copies will be provided on request; however, this notice highlights certain information.

1. The District's Director of Human Resources is designated to receive reports or complaints of prohibited harassment or violence. If you have any questions, you may contact the Human Resources Director at the follow address and telephone number:

Director of Human Resources  
Sweetwater County School District Number One, State of Wyoming  
P.O. Box 1089  
3550 Foothill Blvd.  
Rock Springs, Wyoming 82902-1089  
(307) 352-3400

2. The District will investigate the allegations of illegal discrimination that you have brought to its attention. The investigation will be conducted by an investigator named by the Director of Human Resources. If you have any questions of the School District's investigator, you may contact the investigator at the following address and telephone number:

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

3. During the investigation, you have the rights to: (a) provide the School District with information and documentation concerning the alleged illegal discrimination; (b) advise the District of the identity and location of any possible witness; and (c) all other rights set forth in law or in the District policy.
4. The District is interested in knowing what actions you are seeking in response to the alleged illegal discrimination. Although the law does not require that the District comply with your requested action in order to eliminate sexual harassment or other illegal discrimination, a collaborative dialogue may be a useful tool in ensuring that such harassment is eliminated.

5. The District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The District is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the District being able to fulfill its requirements under Policy File JGCB or File GBCH.
6. Employees and students who are alleged to be perpetrators of harassment or violence under Policy File JFCB or File GBCH may be entitled to certain due process rights and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the District will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the District to remedy any harassment or violence that may have occurred, please feel free to contact the Director of Human Resources or the Investigator identified previously in the notice.
7. If it is concluded following the investigation that the allegations have merit and that action will be taken to remedy the situation, the District will follow up with you to make certain that there is not a recurrence of the improper conduct. If there is any repetition of illegal discrimination, you are asked to notify the Director of Human Resources and/or the Investigator immediately.
8. The District has a policy of correcting the discriminatory effects on the complainant and others of any improper conduct, including sexual harassment. Please feel free to advise us of the things that you believe that the School District should do to correct the discriminatory effects of the improper conduct.
9. Retaliation by anyone against an individual who has reported allegations of illegal discrimination, including sexual harassment, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify the Director of Human Resources and/or the Investigator immediately.

Thank you for your assistance and cooperation.

I hereby acknowledge receipt of this notice.

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

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