



# POTTSGROVE SCHOOL DISTRICT

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ADMINISTRATIVE OFFICES \* 1301 KAUFFMAN ROAD \* POTTSTOWN,  
PENNSYLVANIA 19464-2398

## Notice to Individuals Complaining of Unlawful Harassment or Discrimination

**TO:**

**DATE:**

**FROM:**

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The elimination of improper conduct, including unlawful harassment or discrimination, is a high priority for the Pottsgrove School District. It is the established policy of the District to prohibit *all* forms of improper conduct, including sexual harassment or discrimination. A copy of the District's policy is attached hereto, and we urge you to read it and become familiar with its provisions. We would, however, like to use this notice to highlight certain information.

1. The District will investigate the allegations of improper conduct that you have brought to its attention. The investigation will be conducted by the Assistant Superintendent who serves as the District Civil Rights Coordinator or his/her designee. If you have any questions of the District's investigator, you may contact him/her at the following address and telephone number:

Pottsgrove School District  
Pottsgrove District Administration Office  
Assistant superintendent  
1301 Kauffman Road  
Pottstown, PA 19464  
610-327-2277

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

5. Pottsgrove School District employees and students who are alleged to be perpetrators of misconduct and unlawful harassment or discrimination are entitled to due process and are protected by certain confidentiality rights. Subject to the rights of students and/or employees, the District will make an effort to keep you apprised of the progress of its investigation and of any decisions it renders concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the District to remediate any harassment or discrimination that may have occurred, please feel free to contact the Civil Rights Coordinator or the Investigator identified previously in this notice.
6. If you are dissatisfied with the progress of the investigation or the decision rendered, you have the right under the policy to appeal to the Superintendent of Schools. You may file an appeal by outlining your objections in writing to the Superintendent of Schools at the following address:

Pottsgrove School District  
1301 Kauffman Road  
Pottstown, PA 19464

If you decide to appeal the decision rendered by the Investigator of your complaint, such appeal must be made within ten (10) days of receipt of said written decision.

7. If, after investigating your complaint, it is concluded that the allegations have merit and that action will be taken to remediate the situation, the District will follow-up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask that you immediately notify the Civil Rights Coordinator.
8. The District has a policy of correcting the discriminatory effects of any improper conduct, including sexual harassment or discrimination. Please feel free to advise of the things that you believe that the District should do to correct the discriminatory effects of the improper conduct.
9. Retaliation by anyone against any individual who has reported improper conduct, including sexual harassment or discrimination, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify the Civil Rights Coordinator immediately.

Thank you for your assistance and cooperation.

I hereby acknowledge receipt of this notice.

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Signature

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Date

cc: Complainant  
Civil Rights Coordinator  
Investigator