

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b><i>Workplace Harassment Reporting</i></b>	
Procedure No. 2260-02-00	Eff. Date: 6/30/18
Implements Board Policy(ies):  2260 Nondiscrimination and Access to Equal Educational Opportunity  2260.01 Section 504 / ADA Prohibition Against Discrimination Based on Disability  2260.02 Prohibition Against Harassment of Students and Staff	Last Reviewed: 6/30/18

**1. Background**

*Provides the procedure for reporting and investigation of workplace harassment and discrimination.*

**2. Responsibilities**

Title: General Counsel	
Address: Education Center	
Phone: (513) 363-0114	
<i>The General Counsel shall have the responsibility of publishing a form by which employees may report alleged instances of discrimination and/or workplace harassment. After receiving any such form, the General Counsel shall have the responsibility to investigate and respond in writing to any reports of alleged harassment and discrimination.</i>	

### 3. Action Steps

*Provide regular training to employees regarding the District's prohibition against workplace harassment and reporting procedures.*

*Investigate any reported allegations of workplace discrimination or harassment.*

*Respond in writing to reports of alleged harassment.*

### 4. Equity Considerations

*The Board's prohibition against discrimination and workplace harassment are intended to promote equity throughout the District.*

### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Harassment Reporting Form	Form available for reporting allegations of harassment.	6/30/18

### 6. Additional Information