

Sexual Harassment

Policy Against Sexual Harassment

It is the policy of the Board that any form of sexual harassment is forbidden in the workplace, whether by supervisory or non-supervisory personnel, by students, by individuals under contract, or volunteers subject to the control of the Board.

Sexual harassment may be described as:

Any unwelcome sexual advance or request for sexual favors or any conduct of a sexual nature (1) submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating hostile or offensive employment or educational environment.

Sexual harassment may consist of, but is not limited to:

- continuing to express sexual interest after being informed the interest is unwelcomed.
- pressure to engage in sexual activity.
- display or use of sexually suggestive objects or pictures, jokes, touching or gestures.
- graphic or suggestive comments about an individual's dress or appearance.
- threats, demands or suggestions that retention of one's employment or education status is contingent upon toleration of or acquiescence in sexual advances.

Training

Each year, or more frequently if the Board deems it appropriate, employees will receive training regarding sexual harassment and related matters. Such training may include a review of this policy and regulation, discussion, films or other activities.

Administration Regulations

1. If an individual believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcomed.

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2. When the individual feels that he or she has been the victim of sexual harassment, he or she should report the incident(s) to the school Principal. If the alleged harasser is the Principal, complaints will be sent to the Superintendent.
3. The individual who makes an oral complaint of harassment will be provided a copy of this regulation and advised of their right to make a written complaint (as outlined in Section 2209.1). However, depending on the nature of the complaint and the desires of the complainant, the school Principal to whom the complaint has been made may attempt to resolve the complaint informally. Any informal resolution of a complaint must be approved by the Superintendent. No person shall be forced to pursue informal avenues of resolution before filing a formal complaint of sexual harassment.
 - (3.1) For employees, contractors and volunteers a written complaint should be filed with fifteen (15) calendar days of the alleged harassment. The timeframe may be extended by up to fifteen (15) additional calendar days if efforts at informal resolutions have been made.
 - (3.2) For students, a written complaint should be filed within thirty (30) calendar days of the alleged harassment.
4. if possible, within five (5) working days of receipt of the complaint a thorough investigation will commence.
 - (4.1) Upon completion, the investigator's report will be distributed to the parties concerned.
 - (4.2) If the complainant is dissatisfied with the results of the investigation, a written appeal may be filed with the Superintendent. The Superintendent may also conduct an investigation and after completing this review respond in writing to the complainant.

The rights of the persons involved in the investigation shall be respected and every effort will be made to protect the confidentiality of both the alleged victim and the alleged harasser. To this end only persons with a need to know shall be made privy to the complaint.

If it is determined that sexual harassment has occurred, reasonable action will be taken up to and including termination, if an employee; or expulsion if a student. Conversely, if any person files a false complaint of sexual harassment, they will be subject to the preceding disciplinary actions.

Furthermore, any individual who retaliates against any person(s) who reports alleged sexual harassment or who retaliates against any person(s) who testifies, assists or participates in an investigation, will be subject to the preceding disciplinary actions.

PERSONNEL: CERTIFIED/NON-CERTIFIED

4118.112

4218.112

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Legal Reference: Civil Rights Act of 1964, Title VII, 42 U.S.C.2000-e2(a).
Equal Employment Opportunity Commission Policy Guidance (N-915.035) on
Current Issues of Sexual Harassment, effective 10/15/88.
Title IX of the Education Amendments of 1972, 34 CFR Section 106.
Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)
29 CFR Para. 1604.11 (EEOC)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998
Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26,
1998)
Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court,
June 26, 1998)
Connecticut General Statutes
46a-54 (15) Definitions. Posting requirement for employers having three or more
employees. Where to post. When to post. Posting and training requirements for
employers having fifty or more employees. Effect of prior training. Trainers
Recordkeeping.
46a-60 Discriminatory employment practices prohibited.
Constitution of the State of Connecticut, Article I, Section 20.

Board Adopted: November 13, 2013

SEXUAL HARASSMENT FORMAL COMPLAINT FORM

Name and position of complainant: _____

Date of complaint: _____

Name of alleged sexual harasser: _____

Date and place of incident: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Has the incident been reported before? _____

If yes, when? _____

To whom? _____

What was the resolution? _____

Reasons for dissatisfaction: _____

SEXUAL HARASSMENT COMPLAINT - APPEAL FORM

Name and position of complainant: _____

Date of appeal: _____

Date of original complaint: _____

Have there been any prior appeals? _____

If yes, when? _____

To whom? _____

Description of decision being appealed: _____

Why is the decision being appealed? _____

