

## SEXUAL HARASSMENT

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment. All complaints of sexual harassment will be investigated promptly in accordance with Administrative Procedures.

It shall be a violation of this policy for any student, employee, individual under contract, or volunteer subject to the control of the Board of Education to harass a student, employee, individual under contract, or a volunteer, through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal, non-verbal, or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that person's employment or education or that it will interfere in any way with a person's employment or education or create an intimidating, hostile, or offensive work or educational environment. Sexual harassment is prohibited regardless of the sex of the victim or that of the harasser.

Sexual harassment by a student, employee, individual under contract, or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Staff training in the prevention of sexual harassment in the workplace/school shall be conducted annually as part of the District's continuing staff development program.

Legal References: Civil Rights Act of 1964, Title VII, 42 U.S.C. S2000-e2(a)  
Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, Effective 10/15/88  
*Meritor Savings Bank, FSB v. Vinson* 477 US.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-60 Discriminatory employment practices prohibited.

Administrative Regulations to Policy #4118.112/4218.112  
Sexual Harassment

**SEXUAL HARASSMENT**

Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal, written or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile or offensive work environment;
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding job benefits and/or working conditions.

Such conduct constitutes unlawful sexual harassment and a violation of Board Policy whether or not a threat of adverse job consequences is carried out and whether or not the employee actually suffers any tangible adverse job consequences.

**Examples of Sexual Harassment**

While an exhaustive list is not possible, the following are examples of specific behaviors that, if unwelcome and of a sexual nature, could constitute sexual harassment:

- Suggestive or obscene letters, notes, e-mail messages, voice mail messages, invitations, derogatory comments, slurs, jokes, epithets, touching, impeding or blocking movement, leering, gestures, noises, pulling at clothes, display of sexually suggestive objects, pictures or cartoons, sexual assault, attempted sexual assault.
- Continuing to express sexual interest after learning of or being informed that the interest is unwelcome.

Administrative Regulations to Policy #4118.112/4218.112  
Sexual Harassment (Continued...)

**Examples of Sexual Harassment** (continued...)

- Coercive sexual behavior used to control, influence, or affect the career, salary and/or work environment of another employee, such as threats of reprisal, implying or withholding support for an appointment, transfer, or change of assignment.
- Suggesting a poor performance evaluation will be prepared or that a probationary period of employment will not be completed successfully.
- The creation of an atmosphere of sexual harassment or intimidation, or a hostile or offensive working environment.
- In appropriate attention of a sexual nature.

Such conduct constitutes sexual harassment regardless of the sex of the victim or the harasser.

Sexual or romantic relationships between board employees and students are unacceptable whether or not they constitute sexual harassment as defined in this regulation. Further, any conduct of an employee toward a student which could constitute sexual harassment of the student by the employee will constitute a violation of board policy and this regulation.

Complaint Procedure to Policy #4118.112/4218.112  
Sexual Harassment

**Complaint Procedure**

Any employee who feels her or she has been the victim of sexual harassment may process a complaint in accordance with the following complaint procedure:

**STEP I – INFORMAL LEVEL**

The complainant may request a meeting to discuss the complaint with the building principal of his or her school in an effort to resolve the matter informally. In the event the employee is uncomfortable, for any reason, with discussing the matter with the building principal, he/she may discuss the complaint with the superintendent of schools. The principal or superintendent of schools, as the case may be, shall meet with the complainant to discuss the complaint, but in no event shall the meeting be held later than fourteen (14) days from the date the request for the meeting is received.

**STEP II – FORMAL LEVEL**

If the complainant is not satisfied with the disposition of his or her complaint at the informal level, he or she may file a formal complaint with the superintendent. Any employee need not have brought an informal complaint before filing a formal written complaint. Complaint forms may be obtained from the Office of the Superintendent of Schools, and from the office of the building principal. The written complaint shall state the name of the complainant and the date of the complaint, the date(s) of the alleged harassment, the name or names of the alleged harasser or harassers, the name or names of any witnesses, and a statement of the circumstances in which the alleged harassment occurred. All formal complaints must be filed within sixty (60) days from the alleged violation. Upon the filing of a written complaint, the complainant shall be provided with a copy of this regulation.

The superintendent shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from receipt of the formal complaint. Upon completion of an investigation but in not event later than fourteen (14) days after meeting with the complainant, the investigator shall render a written decision to the complainant as the disposition of the complaint. The time for rendering a written decision may be extended if the official investigating the complaint determines that such extension is necessary for a thorough investigation and fair resolution of the complaint.

Complaint Procedure to Policy #4118.112/4218.112  
Sexual Harassment

**STEP II – FORMAL LEVEL** (continued...)

If the report results in a determination that sexual harassment has occurred, appropriate action shall be taken to ensure that the harassment ceases and will not reoccur. Appropriate action may include re-assignment, transfer, and/or disciplinary action up to and including termination of the employment of the harasser.

No adverse action will be taken against an employee for filing a complaint of sexual harassment or who cooperates in investigating allegations of sexual harassment.

A copy of the sexual harassment policy, administrative regulations and complaint procedure will be distributed to all new employees at the start of their employment and to all employees on an annual basis. New and existing employees shall acknowledge in writing, a form developed by the administration, the receipt of the policy, regulation and complaint procedure. In addition, a copy of the policy, regulation and complaint procedure will be posted in each building. A copy of the signed form acknowledging receipt of the policy, regulation, and complaint procedure shall be maintained as part of each employee's personnel file.

These procedures will be reviewed and updated periodically. Education and training sessions which define sexual harassment and explain this procedure will be offered to all supervisory employees as required by state law and shall be offered to other staff members as deemed advisable by the Board of Education and/or Superintendent of Schools.

State and federal law also prohibit harassment of employees on the basis of race, color, religious creed, age, marital status, national origin, ancestry, disability, or sexual orientation. This policy's and its accompanying regulations' emphasis on sexual harassment should not be construed as implying that those other forms of harassment are less important on the basis of sex.

The District Title IX Compliance Officer shall maintain a comprehensive record of all filings of sexual harassment and their disposition. An annual report shall be made to the Superintendent of Schools.

Date Received in Central Office: \_\_\_\_\_

REGIONAL SCHOOL DISTRICT NO. 7

**SEX-BASED HARASSMENT COMPLAINT FORM**

Please complete:

Complainant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name/s of Alleged Harasser/s: \_\_\_\_\_

Date(s) of Alleged Harassment: \_\_\_\_\_

Statement of circumstances on which the alleged harassment occurred:

Complainant's Signature: \_\_\_\_\_

Complainant's Home Phone Number: \_\_\_\_\_

Complainant's Home Address: \_\_\_\_\_

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

REGIONAL SCHOOL DISTRICT NO. 7

**SEX-BASED HARASSMENT REPORT FORM**

*Regional School District No. 7 maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances. Individuals who suspect that they may be victims of sexual harassment shall complete this form and file it with the District Title IX Compliance Officer*

\_\_\_\_\_ at \_\_\_\_\_.

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Name of person(s) you believe sexually harassed you \_\_\_\_\_

List any witnesses that were present \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

*Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used: any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)*

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

*This complaint is filed based on my honest belief that \_\_\_\_\_ has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.*

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by \_\_\_\_\_

Signature-District Title IX  
Compliance Officer

\_\_\_\_\_  
(Date)

REGIONAL SCHOOL DISTRICT NO. 7

**SEX-BASED HARASSMENT FORM FOR REPORTING DISSATISFACTION  
WITH SEX-BASED HARASSMENT INVESTIGATION**

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 was it reported? \_\_\_\_\_

What was the  
resolution? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for dissatisfaction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_