

Mission-Goals-Objectives

Grievance Procedure for Section 504, Title IX, and Title VII Regulations

Title VI Of The Civil Rights Act Of 1964

Title IX Of The Education Amendments Of 1972

Section 504 Of The Rehabilitation Act Of 1973

Any student, parent/guardian, staff member or applicant to a program who feels that he/she has been discriminated against on the basis of race, color, national origin, sex or disability shall contact the designated compliance coordinator within 30 days of the alleged occurrence to discuss the nature of the complaint.

The Compliance Coordinator for Title VI, Title IX, and 504 is the Superintendent of Schools, East Granby Public Schools, 653-6486.

Sexual Harassment

Employees/Employees, Students/Students. Students/Employees

It is the expressive policy of the East Granby Board of Education to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any student or employee who is subject to the control of the Board of Education to harass another student or employee of the Board of Education through conduct or communications of a sexual nature. The definition of sexual harassment is listed below.

Definition Of Sexual Harassment

Sexual harassment is a violation of Title VII of Civil Rights Act of 1964 as well as Connecticut General Statutes 46a-60 (a) (8)1. Sexual harassment is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors and other verbal or physical actions of a sexual nature.

Policy Statement

It is the goal of the East Granby Board of Education to create an atmosphere in which students and employees feel confident that acts of harassment will not be tolerated and that, if they should occur, they will be dealt with promptly, discreetly, and justly.

Therefore, the Board directs the administration to implement and execute a policy that provides a procedure for complaints and for a prompt and thorough investigation that insures information regarding sexual harassment is incorporated as part of the health curriculum, and that informs all staff and students of this policy on a yearly basis.

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Policy Statement (continued)

Sexual harassment may be overt or subtle. Some behavior which may be appropriate in a social setting may not be appropriate in a stable learning environment and workplace.

Whatever form it takes, verbal, non-verbal, or physical, sexual harassment is insulting and demeaning to the recipient or to the observer of such conduct; and it will not be tolerated.

Sexual harassment may include, but is not specifically limited to, the following:

1. Unwelcome sexual advances toward another student or employee; or
2. Unwelcome requests for sexual favors from another student or an employee; or
3. Unwelcome verbal or physical conduct of a sexual nature where submission to or rejection of such conduct is made either explicitly or implicitly and it
 - Has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or creates an intimidating, hostile, or offensive learning environment; or
 - Has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment; or
 - Is perceived as a term or condition of any individual's employment or as the basis for employment decisions affecting such individual; or is perceived as a term or condition of any individual's education or as the basis for academic decisions affecting such individual.
4. Unwelcome and inappropriate explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," obscene language or gestures, displays of foul or obscene printed or visual materials, and physical contact such as patting, pinching, or brushing against another's body.

Legal Reference: Connecticut General Statutes
46a-60 Discriminatory employment practice prohibited Federal Law
42 USC §2000 (e) (Title VII)
29 CFR §1004.11 (EEOC Guidelines on Sexual Harassment)

Policy adopted: October 22, 2007

EAST GRANBY PUBLIC SCHOOLS
East Granby, Connecticut

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Examples

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

- a) Suggestive or obscene letters, notes, 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, assault, rape/attempted rape.

Complaint Procedure

As soon as a student or the adult in whom the student has confided feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the Civil Rights Coordinator or his or her supervisor, and/or appropriate school personnel. Normally complaints should be made within thirty (30) days of the act of harassment. The complaint should state the name of the complainant and the date of the complaint, the date of the alleged harassment, the names or names of the harasser or harassers, where such harassment occurred, and a statement of the circumstances constituting the alleged harassment.

Any student who makes an oral complaint of harassment to personnel other than those listed above will be provided a copy of this regulation and will be instructed to make a written complaint pursuant to the above procedure.

If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report is required by law.

All complaints are to be forwarded immediately to the Civil Rights Coordinator unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent.

If possible, within five (5) working days of receipt of a written complaint, the complainant shall be supplied with a copy of this Regulation and Procedure when necessary in order that he or she will be made fully aware of his/her rights and the Board's procedure for handling the complaint. Civil Rights Coordinator is the Director of Pupil Services.

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Complaint Procedure (continued)

If possible, within five (5) working days of receipt of the complaint, the Civil Rights Coordinator shall commence an effective, thorough, objective and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including complainant and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

The investigator shall make a written report summarizing the result of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to all others directly concerned.

If the complainant is dissatisfied with the result of the investigation, he or she may file a written appeal to the Superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the Superintendent shall respond to the complainant, in writing, as soon as possible.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to allegations of harassment may include reassignment, transfer, or disciplinary action deemed appropriate by the Board.

The harasser will be informed that appropriate action shall be taken if further acts of harassment or retaliation occur. If further acts of harassment or retaliation do occur, appropriate action shall be taken.

Each year, copies of these regulations will be distributed to all high school students.

Discrimination Grievance Form

Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, color, age, national origin, sex or handicap may discuss and/or file a grievance with either of the Civil Rights Coordinators of the East Granby Public Schools. Reporting should take place within 40 calendar days of the alleged discrimination. Civil Rights Coordinator:

Director of Pupil Services
East Granby Public Schools
860-413-9079

Name of Presenter/Complainant: _____

Employee _____ Employment Applicant _____ Student _____ Parent/Guardian _____
Home address _____

Phone _____ Date of Claim _____ Date of Incident _____

1. Statement of Incident/Issue (include all pertinent information: who, how, where, when, how often, feelings, witness).
2. Please attach any additional information/documentation as necessary.

Signature of Presenter: _____

Signature of Civil Rights Coordinator: _____

Date Received: _____

*Forms are available from the Civil Rights Coordinators,
Administrators and Guidance Offices.*