

Discrimination / Harassment

Any form of discrimination against students, including sexual harassment, is forbidden in Guilford Public Schools and in all related school facilities. The right of a student to participate fully in classroom instruction and extracurricular activities shall not be impaired because of age, gender, sexual orientation, race, religion, national origin, pregnancy, parenthood, marriage, or for any reason not related to his/her individual capabilities.

Furthermore, gender discrimination shall not exist in student educational opportunities, district instructional practices including student grouping, student grading, student class assignments, student extra-curricular and co-curricular opportunities and programs.

Definition of Sexual Harassment:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature when (1) submission to such conduct is made explicitly or implicitly a condition of a student's performance, (2) submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting a student, (3) such conduct has the purpose of unreasonably interfering with a student's education, or (4) the conduct creates an intimidating, hostile, or offensive learning environment. Conduct considered sexual harassment might include, but not be limited to, the following:

sexual propositions	sexual innuendo	practical jokes
suggestive comments	sexually oriented teasing	obscene language or gestures
obscene printed material	unwelcome physical contact	spreading rumors

Reporting:

Any student who believes he or she has been the victim of harassment by another student, teacher, administrator, or other school personnel, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities under the auspices of the District, is encouraged to immediately report the alleged acts to school personnel.

Any school employee, contractor or volunteer who has or receives notice that a student has or may have been the victim of harassment is obliged to report the alleged acts to the school principal or his/her designee.

The reporting party is encouraged to use the reporting form available from the principal of each building or from the Superintendent's office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated.

Discrimination / Harassment (continued)

Investigation:

All complaints will be investigated promptly and thoroughly. The related procedures encourage resolution of complaints at the school level whenever possible. Corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation, and no retaliation, as a result of the good faith reporting of charges of harassment, will be tolerated.

Training:

School administration shall educate staff, students, and volunteers about harassment, emphasizing areas of awareness, procedures, and prevention. The Superintendent, or his/her designee, will provide appropriate staff development for school administrators as required by law. Promoting an awareness of and sensitivity to these issues among students will require the incorporation of these concepts into the curriculum and delivery in a planned, ongoing, and systematic manner. School administrators will annually inform staff and students of this policy in the student handbook.

Legal References: Connecticut General Statutes
46a-60 Discriminatory employment practices prohibited.
42 U.S.C. 2000e "Title VII"
29 C. F. R. 1604.11 EEOC Guidelines on Sexual Harassment
Title IX of the Education Amendments of 1972

Policy
Adopted: February 28, 2000
Reviewed: April 23, 2007
Approved: June 11, 2007

GUILFORD PUBLIC SCHOOLS
Guilford, Connecticut

Discrimination / Harassment Procedures

Any student who encounters discrimination, including sexual harassment, as defined in the Board of Education policy, may file a complaint in accordance with written procedures.

The purpose of this procedure is to secure equitable solutions to a complaint. The individual against whom the complaint is filed will be notified and provided with specifics of the complaint. The proceedings shall be kept confidential to the extent possible at each level of this procedure. No retaliation against an employee or student for initiating such a complaint shall be tolerated.

The number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended with the agreement of all parties.

Any student who believes that he or she has been the subject of discrimination, including sexual harassment, should report the complaint immediately to a teacher, dean, counselor, or building principal. The complaint may be made verbally or in writing using the related form. A copy of the complaint should be forwarded immediately to the building principal unless that individual is the subject of the complaint, in which case, the complaint should be forwarded directly to the Title IX Coordinator. If the Title IX Coordinator should be the subject of the complaint, the complaint should be forwarded directly to the Superintendent. If the Superintendent is the subject of the complaint, then the complaint should be forwarded directly to the Chairman of the Board of Education.

Investigative Process:

The administrator shall conduct an interview with all individuals reasonably believed to have relevant information, including the complainant and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. All investigations shall be reported on the Student Discrimination/Sexual Harassment Investigative Report.

The investigation shall be carried on discreetly, maintaining confidentiality, insofar as possible, while still conducting an effective and thorough investigation. During the interview of those involved, the investigator shall apprise those being interviewed of the nature of the investigation including any allegations and whether the person being interviewed is a witness or the subject of the investigation. Throughout the investigation, the due process rights of the alleged harasser will be upheld. Documentation is to be maintained on the Student Discrimination/Sexual Harassment Complaint Report.

The report shall summarize the results of the investigation and proposed disposition of the matter. The investigator shall provide copies to the complainant, the alleged harasser, the Title IX Coordinator, and the Superintendent of Schools.

Discrimination / Harassment Procedure (continued)

Level I -- School:

Every effort should be made to resolve complaints at the school level. The principal/designee will inform the harasser of the charges. The principal/designee will conduct an investigation and determine whether or not there has been a violation of board policy. He/She shall record all findings in writing, indicating who was contacted other than the complainant, the alleged harasser, and any witnesses. Copies are to be submitted to the Title IX Coordinator, the Superintendent, the complainant and the alleged harasser. The administrator will render his/her decision within ten (10) school calendar days of the receipt of the written complaint. At any point in the process, the administrator shall have the discretion to notify parents/guardians. A decision upholding the allegation shall be communicated to parents/guardians.

Level II -- District:

If the complainant or accused is dissatisfied with the decision rendered at the school level, he or she shall file the complaint with the District Title IX Coordinator within five (5) school calendar days from the receipt of the administrator's decision. The Title IX Coordinator shall investigate and render his/her decision within ten (10) school calendar days.

Level III -- Superintendent:

If the complainant or accused is dissatisfied with the decision rendered by the Title IX Coordinator, he or she shall file the complaint with the Superintendent of Schools within five (5) school calendar days of the Title IX Coordinator's decision. The superintendent shall investigate and render a decision within ten (10) school calendar days.

Level IV -- Board of Education:

If the complainant or accused is dissatisfied with the decision rendered by the Superintendent, he or she shall file the complaint with the Board of Education within five (5) school calendar days of the Superintendent's decision. The Board of Education shall investigate the matter and hold a meeting within ten (10) school calendar days. The Superintendent of Schools will specify, in writing, any action or recommended action to be taken and submit the report to the Chairman of the Board of Education. The Board of Education will take appropriate action in accordance with established policy and the due process rights of the students. Sexual harassment toward a student may result in reprimands up to and including expulsion.

Legal Reference: Civil Rights Acts of 1964, Title VII, 42 U.S.C.
Title IX of the Education Amendments of 1972, 34 CFR Section 106
Constitution of the State of Connecticut, Article I, Section 20.

Regulation
Approved: February 28, 2000
Reviewed: April 23, 2007

GUILFORD PUBLIC SCHOOLS
Guilford, Connecticut

**GUILFORD PUBLIC SCHOOLS
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**STUDENT DISCRIMINATION/HARASSMENT COMPLAINT
INVESTIGATIVE REPORT**

Name of complainant: _____ Telephone: _____

Home Address: _____

School: _____ Grade/Teacher: _____

Date of incident: _____ Time of incident: _____ Date Reported: _____

Location of incident: _____

Complaint filed against (name/position): _____

Details (description) of investigation: _____

Witnesses:

Name/Position	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signatures (Acknowledgements):

Complainant: _____ Date: _____

School Official: _____ Date: _____

Title: _____

Decision rendered: () *Unfounded* () *Exonerated* () *Unsustained* () *Sustained*

Recommended Action/Action Taken: _____

Signatures:

Complainant: _____ Date: _____

Subject of Investigation: _____ Date: _____

Superintendent/Designee: _____ Date: _____

Reviewed: April 23, 2007

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