
**TRUMBULL PUBLIC SCHOOLS
MEMORANDUM**

TO: New Employees

FROM: Gary A. Cialfi, Ed.D.
 Superintendent

SUBJECT: Sexual Harassment

By signing this memorandum, I hereby acknowledge receipt of Policy 4118.112, **Sexual Harassment Policy**.

Signature

Position

Print Name

Date

SEXUAL HARASSMENT

Policy Statement

It is the policy of the Trumbull Board of Education that all of its employees should be able to enjoy a work environment free of sexual harassment.

Sexual harassment is any conduct of a sexual nature when:

- submission is an explicit or implicit condition of employment
- submission or rejection is used as the basis for employment decisions
- the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other offensive verbal or physical conduct that is sexual in nature. Harassment also includes the display or circulation of written materials or pictures degrading to gender.

Sexual harassment undermines the employment relationship by creating an intimidating, hostile and offensive work environment and will not be tolerated.

NOTE: **Title VI** (Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin)

Title IX (Education Amendments of 1972 prohibits discrimination in education programs or activities)

For appropriate person to contact, please refer to attached appendix.

Complaint Procedure

Individuals who believe they have been subjected to harassment should make it clear to the offender that such behavior is offensive to them and should immediately bring the matter to the attention of their supervisor or the Assistant Superintendent for Personnel and Employee Relations.

Individuals who wish to speak with management personnel other than their supervisor or the Assistant Superintendent for Personnel and Employee Relations may request a meeting with the Superintendent of Schools, who will make an independent inquiry into any allegations. (Please use the attached report form).

All allegations will be promptly investigated and treated confidentially to the extent possible under the circumstances. It is imperative for employees who feel they have been harassed to report such incidents to management at the time of occurrence.

Managers, supervisors and administrators, including the Assistant Superintendent and the Superintendent of Schools, to whom complaints of sexual harassment are addressed are responsible for thoroughly investigating and impartially resolving those complaints. Any member of management who fails to promptly and thoroughly investigate such a complaint will be subject to disciplinary action up to and including discharge.

Any employee found to have engaged in sexual harassment and subject to appropriate discipline up to and including discharge shall be treated consistent with requirements of any specific collective bargaining agreement. In addition, it is the duty of each and every employee of the school district to promptly report any incidents of sexual harassment they may witness or become aware of to the appropriate supervisor or administrator. The failure to do so may subject any such employee to disciplinary action.

This document is a general statement of policy and intent. Action taken pursuant to this policy statement will be consistent with procedural requirements of applicable collective bargaining agreements. Policy - JFCA - Sexual Harassment of Students covers the sexual harassment of students by any employee.

Adopted: 1/20/81
Revised: 10/20/92, 9/ 7/93
Revised: 10/04/00

Reference

Trumbull Board of Education Policies:

Standard of Conduct, Policy Code: 5131

Sexual Harassment of Students, Policy Code: 5131.4

- Section 46a-60, Discriminatory employment practices, General Statutes of Connecticut (formerly Section 31-126)
- Section 1604.11, Sexual Harassment, Chapter XIV, Equal Employment Opportunity Commission, March 14, 1980.
- * Title IX of the Educational Amendments of 1972

SEXUAL HARASSMENT REPORT FORM

General Statement of Policy Prohibiting Sexual Harassment

The Trumbull Board of Education maintains a firm policy that all of its employees should be able to enjoy a work environment free of sexual harassment. Sexual harassment undermines the employment relationship by creating an intimidating, hostile and offensive work environment and will not be tolerated.

Complainant _____

Home Address _____ Home Phone _____

Work Address _____ Work Phone _____

Date of Alleged Incident(s) _____

Name of person 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 verbal statements (i.e. threats, 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's signature)

(Date)

Received by _____

(Date)

Appendix A

Title VI (Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin) **call the Assistant Superintendent, (203) 452-4348.**

Title IX (Education Amendments of 1972 prohibits discrimination in education programs or activities) **call the Assistant Superintendent, (203) 452-4348.**