

StudentsSexual Harassment -Regulations

It is the express policy of the Board of Education to encourage victims of sexual harassment to report such claims. Students are encouraged to properly report complaints to their classroom teacher, guidance counselor, school nurse or to the school principal, assistant or associate principal. Complaints shall be investigated promptly and corrective action will be taken when allegations are verified.

Complaint Procedure

1. Any student who makes a complaint of harassment to any of the personnel listed above shall be provided with a copy of this regulation, made aware of his or her rights and will be instructed how to make a written complaint. The student shall also be encouraged to inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.
2. As soon as a student feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the appropriate school personnel.

The complaint should state the:

- a) Name of the complainant,
 - b) Date of the complaint,
 - c) Date of the alleged harassment,
 - d) Name or names of the harasser or harassers,
 - e) Location where such harassment occurred,
 - f) Detailed statement of the circumstances constituting the alleged harassment.
3. If the complainant is a minor, the person to whom the complaint is given should consider whether a child abuse report should be completed.
 4. All complaints are to be forwarded immediately to the principal or assistant superintendent or superintendent for action.

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5. Within five (5) working days of receipt of the complaint, the principal or designee or superintendent or designee handling the complaint shall commence a thorough, objective and complete investigation of the complaint. The investigator should consult with all individuals reasonably believed to have relevant information, including the student and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believe may exist. The investigations shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible. Throughout the entire investigative process, the due process rights of all parties will be upheld.
6. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, the building principal and the superintendent.

If after a through 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.

Regulation
Adopted: 12/16/92
Revised: 9/8/99

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

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: _____
