

## **Title IX Discrimination Complaint Procedures**

The following grievance procedure shall be utilized by any student, parent, employee, volunteer, third party and other entities with whom the district contracts, such as bus drivers.

### **Informal Procedure**

If a person feels that he/she may have a grievance, he/she may first discuss the matter with the building Principal in an effort to resolve the problem informally. The building Principal will notify, in writing, the Equity Coordinator of the grievance received and the outcome.

At any point, the complainant can opt to utilize the formal grievance procedure or file a complaint with an outside agency, such as the police or the U. S. Department of education, Office for Civil Rights.

Office for Civil Rights  
U.S. Department of Education  
8thFloor  
5 Post Office Square  
Boston, MA 02109-3921

Telephone: (617) 289-0111

Fax: (617) 289-0150

Email: [ocr.Boston@ed.gov](mailto:ocr.Boston@ed.gov)

### **Formal Procedure**

Any person who believes he/she has been subject to conduct or witnessed conduct that constitutes a violation of this policy is encouraged to report the incident immediately to the building Principal. Employees are mandated to report to the building Principal immediately upon notice of such conduct.

The complainant is encouraged to use the report form available in the Main Office, Guidance Office, or from the Equity Coordinator, but oral complaints shall be accepted. Oral complaints must be documented by the building Principal or Equity Coordinator.

Immediately, the building Principal will notify, in writing, the Equity Coordinator of the grievance.

If the building Principal is the subject of the complaint, the student, employee or third party shall report the incident directly to the Equity Coordinator. This will now become a level two grievance.

## **Level One: Building Principal**

The aggrieved person shall submit a claim as a written grievance to the building Principal. The written statement of the grievance shall contain a statement of facts and the remedy requested. The aggrieved person has 180 days, from the last occurrence of the event, to file a formal grievance.

Upon receiving a written grievance, the building Principal shall immediately notify, in writing, the Equity Coordinator, who shall then authorize the building Principal to investigate the complaint. If the building Principal is unable to conduct the investigation, the Equity Coordinator will carry it out.

The investigation may consist of individual interviews with the complainant, the accused and others with knowledge relative to the incident. Other information and materials relevant to the investigation may also be evaluated. The complainant and the accused will have equal opportunity to present witnesses and evidence.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation is pending or has been concluded.

The building Principal shall prepare a written report with ten (10) days unless additional time to complete the investigation is required, as determined by the Equity Coordinator. (The U.S. Department of Education, Office for Civil Rights suggests that a typical investigation takes approximately 60 calendar days following receipt of the complaint.) The report shall include a summary to the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy and a written recommended disposition of the complaint. The building Principal will forward the written grievance and investigation report to the Equity Coordinator.

Written notice of findings shall be provided to the complainant and to the accused.

Where there has been a violation of Title IX, the district will take steps to prevent recurrence and remedy discriminatory effects on the complainant and others, if appropriate.

## **Level Two: Equity Coordinator**

If the aggrieved person is not satisfied with the disposition of such grievance at Level One, the person shall submit a request to the Equity Coordinator for further review of the complaint. This request must be filed within five (5) days of the level one decision.

The Equity Coordinator will review the written grievance and investigation report and may or may not conduct a further investigation. The complainant and the accused will have equal opportunity to present witnesses and evidence. The Equity Coordinator will keep a full and accurate record of any further investigation. The Equity Coordinator shall, within ten (10) days after receipt of the level two grievance, render a decision and the reason(s) therefore in writing to the complainant and the accused.

### **Level Three: Superintendent of Schools**

If the aggrieved person is not satisfied with the disposition of such grievance at Level Two, the person shall submit a request to the Superintendent of Schools for further review. This request must be filed within three (3) days of the level two decision.

The Superintendent or his/her designee shall review the written grievance, the level one investigation report, the level two decision and any level two investigation record. He/She shall within ten (10) days after receipt of the request, meet with the aggrieved person for the purpose of resolving the grievance. He/She may meet with the complainant, the accused and other persons, as necessary, for the purpose of resolving the grievance. The complainant and the accused will have equal opportunity to present witnesses and evidence. A full and accurate record of any meeting shall be kept by the Superintendent and made available to any party of interest upon written request.

The Superintendent shall, within ten (10) days after the meeting with the aggrieved person render a decision and the reason(s) in writing to the complainant, accused and the Equity Coordinator.

EAST WINDSOR PUBLIC SCHOOLS  
East Windsor, Connecticut

SEXUAL HARASSMENT REPORT FORM

Individuals who suspect that they may be victims of sexual harassment shall complete this form and file it with the building Principal, or with Ms. Rochelle McCarthy, Equity Coordinator, East Windsor Public Schools, 70 South Main Street, East Windsor, CT 06088 (860) 623-5843, [rmccarthy@ewct.org](mailto:rmccarthy@ewct.org).

Complainant \_\_\_\_\_

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

Work Address (if applicable) \_\_\_\_\_

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

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

Name of person(s) you believe violated the District's sexual harassment policy:

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including any verbal statements (i.e., threats, derogatory remarks, demands, etc.) and any actions or activities. Include all pertinent information (who, how, how often), including a proposed remedy. Attach additional pages if necessary.

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

When and where incident occurred: \_\_\_\_\_

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

*I certify that the information I have provided in this complaint is true, and complete to the best of my knowledge.*

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

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

Forms are available from the school office, Guidance Office, or Equity Coordinator.