



**Griswold Public Schools**  
Educating for Excellence

## Report of Sexual Harassment

*It is the policy of the Board of Education that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Board. Students and adults associated with or employed by the Griswold Public Schools are expected and required to adhere to a standard of conduct that is respectful and courteous to all employees, to all students, and to the public.*

*Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to: insulting or degrading sexual remarks or conduct; threats or suggestions that a individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student or person's employment; or conduct of a sexual nature which substantially interferes with the student's learning or person's employment, or creates an intimidating, hostile, or offensive educational or work environment.*

**Complaint Procedure:** A student, employee, or third party who believes he/she has been subject of conduct that constitutes a violation of the above policy is encouraged to report the incident immediately to the building Principal, designee, or immediate supervisor.

1. Fill out the written complaint form on the other side of this form. Please note that reports may be made verbally and/or anonymously; however, the ability to respond on the part of the school district may be limited as a result.
2. All complaints are to be forwarded immediately to the building Principal, designee, or immediate supervisor unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent. A copy of the complaint filed under this policy shall be forwarded to the Title IX Coordinator, who will be identified to all students and school employees annually.
3. If possible, within five (5) working days of receipt of the complaint, the Title IX 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. Other information and materials relevant to the investigation may also be evaluated.
4. The investigator will make a written report to the Superintendent including a summary of the investigation, a determination of whether the complaint has been substantiated as factual, and whether it is a violation of this policy. A recommended disposition of the complaint will also be included.
5. If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action to ensure that such conduct ceases and will not reoccur.

### **Appeals Procedure:**

The complainant, if not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, may submit a written appeal to the Title IX Coordinator or Superintendent within fifteen (15) days.

