

Personnel -- Certified/Classified

Prohibition of Discrimination and Harassment

Discrimination Complaint Procedures

The school district will appoint a Discrimination Complaint Procedure Civil Rights Coordinator, whose responsibilities include grievance procedures, educating students as to their rights and responsibilities, training faculty, and ensuring that the school is free from discrimination and harassment. The Coordinators for the three districts are:

1. Region #9 School Social Worker
 Joel Barlow High School
 938-2508

2. Easton Director of Special Services
 Samuel Staples Elementary School
 459-9689

3. Redding Supervisor, Special Services
 Redding Elementary School
 938-9026

Personnel in all schools will be trained on a regular basis regarding harassment, discrimination and other related issues.

Additional resources include the Superintendent of Schools, school social workers, school psychologists and school guidance counselors.

Consequences of Acts of Discrimination and Harassment

The possible consequences for an offending employee should include but not be limited to:

- conference with the Civil Rights Coordinator
- apology to the victim
- conference with the supervisor or principal
- written comment in the employee's personnel record
- dismissal
- referral to the police

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Prohibition of Discrimination and Harassment (continued)

Grievance Procedures for Discrimination and Harassment

If any employee feels he/she has been the victim of discrimination or harassment by an adult or student, he/she should seek the help of the Civil Rights Coordinator of the school, the principal, or a guidance counselor. It is the responsibility of that staff person to refer the employee to the Civil Rights Coordinator or a designee for investigation.

Step One: Once the complaint is made, it must be resolved within thirty (30) calendar days of the alleged occurrence or as soon thereafter as possible. In cases of harassment, it is advisable but not required to have a same-sex representative available during the investigation. The Civil Rights Coordinator shall work in conjunction with an administrator in complaints involving disciplinary action against a employee. Every complaint is considered serious, and the process is confidential to the extent permitted by the investigative process and the nature of the complaint. If the complaint involves the Civil Rights Coordinator, the complainant may go immediately to the Superintendent.

Step Two: If the complainant is not satisfied with the action of the Civil Rights Coordinator, within twenty (20) days of the decision of the coordinator, the complainant may appeal the decision in writing to the Superintendent of Schools. The Superintendent will hold a hearing within fifteen (15) days, or as soon thereafter as possible, and will notify the complainant of his/her decision in writing within five (5) days of the hearing.

Step Three: If the complainant is not satisfied with the action of the Superintendent, within twenty (20) days after the date on which the Superintendent wrote his/her decision, the complainant may appeal in writing to the Board of Education about the actions of the Superintendent. Complaints against the Superintendent will be started at this level.

Step Four: The Board of Education will hold a hearing within fifteen (15) days of receipt of this written appeal, or as soon thereafter as possible, and will decide what, if any, remedies are necessary to eliminate the practices the Board deems discriminatory. The Board will notify the complainant in writing of its decision within five (5) days after such hearing or as soon thereafter as possible.

If harassment is found, immediate and appropriate action will be taken to stop the harassment and deter its recurrence.

The Title IX coordinator keeps a confidential file of reports. Notices of discipline would go into the employee's personnel file.

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Prohibition of Discrimination and Harassment (continued)

In addition to the internal complaint procedures set forth herein, complaints of discrimination and/or harassment can be reported to:

1. Connecticut Commission on Human Rights and Opportunities
1057 Broad Street
Bridgeport, CT 06604
Telephone: 203-579-6246
FAX: 203-579-6950

2. Office for Civil Rights
U.S. Department of Education
33 Arch Street, Suite 900
Boston, MA 02110-1491
Telephone: 617-289-0111
FAX: 617-289-0150

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REDDING PUBLIC SCHOOLS