



East Hampton Public Schools Report of Sexual Harassment

Policy Statement:

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 East Hampton 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 the 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. The complainant submits the report of sexual harassment form available in the school offices. 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 of an anonymous report.
2. A copy of the complaint shall be forwarded by the school office 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 (or designee) 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 Title IX Coordinator (or designee) 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.

**East Hampton Public Schools
Report of Harassment**



School: _____

Date _____

Complainant: _____

Home Address: _____

Home Phone: _____

Date of alleged incident(s): _____

Description of alleged incident(s) – continue on additional sheets if necessary: _____

This complaint is filed based on my honest belief that I have been the victim of sexual harassment as defined by East Hampton Board of Education policy. 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 signature: _____ Date _____

Received by: _____ Date _____
Title IX Coordinator

Parent/Guardian signature:* _____ Date _____

*If parents are not the complainant, a signature may be necessary due to the Family Educational Rights and Privacy Act (FERPA) in order to provide consent to discuss the student with other parties.