

Regulation 5751 SEXUAL HARASSMENT

Procedures

Any person who has reason to believe that he/she has been subjected to sexual harassment by any staff member or student in the school district should report the incident directly to his or her immediate Supervisor or building Principal. If results are not satisfactory at these levels the individual may file a complaint with Vineland Schools Equal Opportunity Compliance Officer.

1. The complaint shall include the following:
 - a. Date of the occurrence
 - b. The parties involved
 - c. The location of the incident
 - d. Specific acts of sexual harassment which occurred
 - e. The names of witnesses; if any
2. When a formal complaint is received, immediate corrective action must be taken.
3. The immediate supervisor, building principal or other administrative persons who may be confronted with a complaint shall conduct an interview with the complainant. The complainant shall be advised that all information contained in the complaint shall remain confidential; and that no reprisal or retaliating action will be taken against him/her because he/she has filed a complaint.
4. After interviewing the complainant, the department immediate supervisor, building principal or an appropriately designated person shall conduct a confidential investigation of the allegations contained in the complaint. Said persons shall have the authority to interview the accused and all persons who may have relevant knowledge or information about the matter, they may request the assistance of the Equal Opportunity Compliance Officer, in addition, the EOCO may request the assistance of the school board counsel during the investigation.
5. Every effort shall be made to complete the investigation within a reasonable period of time from the receipt of the complaint. A confidential written report shall be prepared and submitted to the Board and the School Board Solicitor.
6. Upon the finding that sexual harassment has occurred, the Board shall cause disciplinary action to be taken commensurate with the degree of the misconduct. Any disciplinary action taken against an individual shall be in accordance with the Vineland Board of Education Policy and Procedure.
7. The individual who has investigated the complaint shall notify the complainant as to the results of the investigation.

8. Upon completion of the investigation the entire file shall be sealed and kept with the Personnel director in a confidential file separate from all other personnel files and/or records.

9. An employee may file a complaint without fear of reprisal or retaliation. The filing of a complaint or otherwise reporting instances of sexual harassment will not reflect upon the individual's status nor will it affect future employment, promotion, grades or work assignments.

The Superintendent of Schools has overall administrative responsibilities for policy implementation. The Assistant Superintendent for Administration is delegated the responsibility for Equal Employment Opportunity Compliance; including sexual harassment.

It must be clearly understood that Administrators, Principals and Supervisors are equally responsible for the effectiveness and implementation of this policy with respect to their areas of assignment and, that they are to take affirmative measures to assure equal opportunity for all employees.

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