

Title:	<u>Prevention of Employee Harassment and Bullying Procedures</u>	Policy ID:	
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Purpose of Procedures: To prevent Bullying and Harassment of Employees in the Hartford School District.

The following procedures will be implemented throughout the Hartford School District (See policy for definitions):

A. Education Regarding the Prohibition on Harassment and Bullying:

1. The District will, on an annual basis educate all District Employees about the requirements of the policy on “Employee Harassment and Bullying Prevention.” **This anti-harassment and bullying education program will consist of two components:**
 - a. **A presentation to be made by the Superintendent and a member of the School Board during the Welcome Back (“Opening Day”) teachers’ meeting which commences the school year, and**
 - b. **The inclusion of anti-harassment and bullying components in the materials included in the “Safe Schools” video training program.**

At a minimum, the education program will cover:

- c. The different classes that are protected by the policy
- d. How to report suspected or actual harassment and or bullying, and
- e. The consequences of violating the policy.

In order to

B. Investigation of Complaints:

2. **Duty to Investigate.** In the event that a complaint of sexual harassment, unlawful harassment or bullying of an employee is received or there is reason to believe that sexual harassment, unlawful harassment or bullying is occurring, the District shall ensure that the matter is promptly investigated. The District is committed to taking action if information regarding potential sexual harassment, unlawful harassment or bullying is found, even if the aggrieved employee does not wish to file a complaint.
3. **Investigation.** Complaints of sexual harassment, unlawful harassment or bullying will be promptly investigated by the superintendent or his/her designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy and these procedures. Upon completion of the investigation, a report will be filed with the superintendent. If the Superintendent determines the complaint is substantiated, the district will take appropriate disciplinary and/or corrective action, which may include disciplinary action (up to and including termination) and or reporting the incident to law enforcement. The superintendent will inform the complainant(s) and the accused(s) whether the complaints were substantiated. The accused(s),

the complainant(s) and any witnesses shall be warned against any retaliation. If the complaint is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this procedure.

4. **Filing a Complaint.** Any employee who is aware of behavior that may constitute sexual harassment, unlawful harassment or bullying is required to report it as soon as is possible after the discovery of such behavior to the building administrator or superintendent.
5. **Alternative Complaint Processes.** Alternatively, any employee who is aware of behavior which could constitute sexual harassment, unlawful harassment or bullying may file a complaint(s) with the District and/or the state and federal agencies. If employees are dissatisfied with the results of the District investigation, they may file a complaint with state and federal agencies. The agencies are:
 - a. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828-3171. Complaints should be filed within 300 days of any unlawful harassment.
 - b. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, tel: (617)565-3200 (voice), (617)565-3204 (TDD). Complaints should be filed within 300 days of any unlawful harassment.
6. **Confidentiality.** Witnesses, complainant and the accused shall keep confidential all matters related to the charge of sexual harassment, unlawful harassment or bullying.