



STUDENT GRIEVANCE PROCEDURE FOR SEXUAL HARASSMENT PURSUANT TO TITLE IX RESPONSE CHECKLIST

Sexual Harassment Prohibited

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. As a recipient of federal funds, CTECS is required by Title IX not to discriminate on the basis of sex. The requirement not to discriminate in the education program or activity extends to admissions and employment.

CTECS does not discriminate on the basis of sex in the education programs and activities it operates. Sexual harassment is prohibited in CTECS' education programs and activities, whether by students, employees or third parties subject to substantial control by CTECS.

Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively.

CTECS will not tolerate any reprisals or retaliation that occur as a result of the reporting of charges of sexual harassment. Any such reprisals or retaliation will result in disciplinary action against the retaliator, up to and including expulsion or termination as appropriate.

Notice of District Title IX Coordinator

CTECS' Title IX Coordinator manages the District's compliance with Title IX and is an available resource to anyone seeking information or wishing to file a formal complaint. Any person may report sex discrimination, including sexual harassment in person, by mail, by telephone, or by email to the District Title IX Coordinator or school Equity Coordinator.

Inquiries about the application of Title IX may be made by contacting the District's Title IX Coordinator:

Linda Leyhow, Title IX Coordinator
39 Woodland Street, Hartford, CT 06105
Email: linda.leyhow@cttech.org
Office Phone: 860-807-2106 and Cell 959-895-2710

If a student, employee, or other participant in the District's programs and activities feels that they have been subject to discrimination on the basis of sex in any District program or activity, including sexual harassment, such person is encouraged to contact the school's Equity Coordinator and/or utilize these Title IX grievance procedures.

Complainant: _____

Respondent: _____

Equity Coordinator: _____

Investigator: _____

Decision Maker: _____

Appeal Decision Maker: _____

NOTE: Documentation of all actions below is essential

CTECS Policies Implicated:

	Date	Action	Role Responsible
		Complaint of Allegations Received (or when a school employee has knowledge of allegations)	Equity Coordinator
		Name/Title of Person who received Report/Complaint	Equity Coordinator
		Report/Complaint received by Equity Coordinator	Equity Coordinator
		Does Conduct, if proven, constitute Title IX Sexual Harassment (See Policy Definitions).	Equity Coordinator
		Report/Complaint provided to District Title IX Coordinator	Equity Coordinator
		Communication with Complainant to discuss supportive measures and advise about formal complaint procedure	Equity Coordinator

	Date	Action	Role Responsible
		Supportive measures offered and provided to Complainant	Equity Coordinator
		Communication with Respondent to discuss supportive measures	Equity Coordinator
		Supportive measures for Respondent (if any)	Equity Coordinator
		Formal complaint filed (see Form 1)	Complainant -or- District Title IX Coordinator
		Notice of Allegations of Sexual Harassment provided to all parties (Form 2)	Investigator
		Review of formal complaint allegations with District Title IX Coordinator	Equity Coordinator and Investigator
		Communication and consultation with parties to discuss informal resolution process if applicable (Form 3)	Equity Coordinator
		Written notice provided to parties disclosing the sexual harassment allegations, the requirements of an informal resolution process, and any consequences from participating in the informal resolution process	Equity Coordinator
		Consent received from both parties (*both parties have 5 days to determine whether they consent to participation in the informal resolution.)	Equity Coordinator
		Obtained voluntary, written consent to the informal resolution process from both parties	Equity Coordinator
		Facilitation of informal resolution process	Equity Coordinator
		Satisfactory resolution is reached through informal resolution process	Equity Coordinator

	Date	Action	Role Responsible
		Received documentation signed by both parties that a satisfactory resolution has been reached through informal resolution process (Form 4)	Equity Coordinator
		Satisfactory resolution is reached through informal resolution process and matter resolved	Equity Coordinator
		Informal resolution efforts are unsuccessful, formal grievance process continued	Equity Coordinator
		Investigation initiated	Investigator/ AP
		Interview with and statement from Complainant	Investigator/ AP
		Interview(s) with and statement(s) from Complainant's witnesses	Investigator/ AP
		Interview with and statement from Respondent	Investigator/ AP
		Interview(s) with and statement(s) from Respondent's witnesses	Investigator/ AP
		Preliminary investigation report and evidence provided to both parties (must be same time)	Investigator/ AP
		Response to preliminary investigation report received from Complainant, if any	Investigator/ AP
		Response to preliminary investigation report received from Respondent, if any	Investigator/ AP
		Final investigation report provided to both parties (must be same time) and Equity Coordinator	Investigator/ AP
		Questions received from Complainant, if any	Investigator/ AP

	Date	Action	Role Responsible
		Questions received from Respondent, if any	Investigator/ AP
		Responses to questions, if applicable	Investigator/ AP
		Final investigation report provided to Decision-Maker provided to both parties and Equity Coordinator	Investigator/ AP
		Written determination by Decision-Maker provided to both parties, Equity Coordinator and District Title IX Coordinator	Decision Maker/ Principal
		Notice of Right to file an Appeal	Decision Maker/ Principal
		Notice of Appeal to Complainant or Respondent	Decision Maker/ Principal
		Review of Appeal and Decision by Appeal Decision – Maker.	Appeal Decision - Maker
		Response to Appeal provided to both parties (must be same time).	Appeal Decision - Maker
		Disciplinary and/or other remedial or corrective action taken, if any	Decision Maker/ Principal
		All Title IX records of investigation, informal resolution process, decision, appeal, corrective actions preserved and maintained (for 7 years)	Equity Coordinator