

## **Board Policy #101108A**

### **Sexual Harassment**

It is the policy of the Community Culinary School of Northwestern CT to maintain a learning environment free from discrimination and harassment in accordance with federal and state law. Peer sexual harassment, sexual harassment of employees by students, as well as sexual harassment by school employees are strictly forbidden within the school, while attending or engaged in school activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Sexual harassment is any unwelcome physical or verbal conduct of a sexual nature when:

- Submission to that unwanted conduct is made, either explicitly or implicitly, as a condition for obtaining an education; or
- That unwanted conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from a training program or activity or creates an intimidating, threatening or abusive educational environment.

Sexual harassment may occur even if the harasser and the person being harassed are of the same sex. However, this policy does not preclude legitimate, nonsexual physical contact, for example, the use of necessary restraints to avoid physical harm to persons or property. In determining whether alleged conduct constitutes a violation of this policy, the Culinary School will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy will require a determination based on all the facts and circumstances.

Students are expected to treat their fellow students and all employees with dignity and respect at all times on school property and in school programs and activities, and to refrain from unwelcome physical or verbal conduct of a sexual nature.

Disciplinary action may result from violations of this policy. Violations of this policy shall be reported to the executive director.

If the student feels uncomfortable reporting the harassment to the aforementioned person, the student should contact any instructor or supervisor. Students are encouraged to report sexual harassment immediately. School personnel will take prompt and fair action to investigate any report promptly and to take the appropriate measures to end the sexual harassment.

Retaliation against parties who report sexual harassment, who object to sexual harassment or assist in a sexual harassment investigation, is prohibited by law and by the Community Culinary School of Northwestern Connecticut.

## **Consequences of Acts of Harassment**

If it is determined that harassment has occurred, the possible consequences to the offending student should include but not be limited to:

- educational conferences with the executive director
- reprimanding conferences with the executive director
- apology to the victim
- suspension
- recommendation to the board for termination
- referral to the police

## **Grievance Procedures for Sexual Harassment**

Once the complaint is made, it must be resolved within thirty (30) calendar days of the alleged occurrence or as soon thereafter as possible. Every complaint is considered serious, and the process is confidential.

- If any student feels he/she has been the victim of harassment by any one associated with the school, he/she should seek the help of an Instructor, or the executive director.
- If the complaint involves the executive director, the complainant may submit in writing his/her complaint to the board appointed Grievance Committee of the Community Culinary School of Northwestern Connecticut.

If the complainant is not satisfied with the action of the Instructor, within twenty (20) days of the decision, the complainant may appeal the decision in writing to The executive director. The executive director will hold a hearing within twenty (20) 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.

If the complainant is not satisfied with the action of the executive director, within twenty (20) days after the date on which the executive director wrote his/her decision, the complainant may appeal in writing to the board appointed Grievance Committee of the Community Culinary School of Northwestern Connecticut.

The Grievance Committee of the Community Culinary School of Northwestern Connecticut will hold a hearing within twenty (20) 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 president of the board will notify the complainant in writing of the Grievance Committee's decision within five (5) days after such hearing or as soon thereafter as possible.

The executive director keeps a confidential file of reports. Notices of decisions would go into the student's file.