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Providence Public School District
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Procedures For Filing Harassment/Discrimination Complaints

All members of the Providence School Department Community – faculty, staff and students – are expected to treat each other with dignity and respect, and are entitled to freedom from any kind of personal harassment. No form of harassment will be tolerated whether related to race, gender, sexual orientation, ethnicity, nationality, language, religion, physical appearance, physical or mental capacity.

Anyone who feels he/she is a victim of harassment or discrimination should bring the matter to the immediate attention of an appropriate school official (your school principal or supervisor) or Charles Ruggerio, Esq., Labor & Employment Counsel for the district.

All allegations and/or complaints shall be received and investigated by Mr. Ruggerio. All complaints must be in writing on the official complaint form (see attached). It must describe the action which has caused the employee or student to believe that there has been discrimination or harassment.

- The Human Resources Office, upon determination that there is a reasonable cause to believe that discrimination/harassment has occurred, will attempt to resolve the complaint internally. All witnesses to the alleged charges will be interviewed. The parties involved will be contacted **no later than seven (7) working days**.
- The department administrator/supervisor concerned will be notified of the alleged discrimination or harassment charges and, **within ten (10) days of receipt**, shall respond to the allegations. Unless the administrator/supervisor is alleged to have committed a prohibited act, whereby the Senior Executive Director of Human Resources shall consider appropriate action.
- All complaints filed under this section shall remain confidential except to the extent necessary to conduct a review of the findings.
- The Labor & Employment Counsel and the Senior Executive Director of Human Resources (in the case of employees) or the Student Affairs Administrator (in the case of students) upon completion of the investigation, shall make a determination of the findings

and make recommendations for corrective action to the appropriate parties **within a 30 day period**. Letters will be sent to all parties involved when a decision is made.

- The Labor & Employment Counsel along with the Senior Executive Director of Human Resources or the Student Affairs Administrator shall recommend discipline where appropriate under this section in accordance with the Human Resources policies and procedures or the Code of Behavior of the Providence School Department.
- Should the complaint not be resolved by the Labor & Employment Counsel and either the Senior Executive Director of Human Resources or the Student Affairs Administrator, you may file a formal complaint with your school Superintendent and the School Board. Your School Board must respond to you **in writing within 60 days of your filing a complaint**.
- You may also request an investigation of your complaint by contacting other enforcement agencies (ie., Providence Human Relations Commission (PHRC), Rhode Island Commission for Human Rights (RICHR), Equal Employment Opportunities Commission/Boston (EEOC).