

SINGLE POLICY	SEXUAL HARASSMENT	645 (also 316)
<p style="text-align: center;"><u>645.</u> Statement</p>	<p>Shrewsbury Public Schools strive to meet the intellectual, emotional, cultural, physical and social needs of the entire school community. Students are encouraged to develop to their maximum potential and to acquire the skills necessary to become mature, responsible and productive citizens. Faculty and staff members work in a professional environment to help students fulfill these goals. Sexual harassment is an unlawful and destructive behavior that interferes with education and teaching, and therefore, will not be tolerated.</p> <p>The purpose of this policy is to define sexual harassment, establish appropriate standards of</p>	
<p>Definition G.L. Chapter 151C. Fair Educational Practices</p> <p>Definition School Committee Policy</p>	<p>The term "sexual harassment" means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct create an intimidating, hostile, humiliating or sexually offensive educational environment.</p> <p>Sexual harassment includes verbal and physical conduct related to gender or sexual preference that creates an intimidating, controlling, or hostile environment.</p> <p>Sexual harassment may include but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Unwelcome sexual advances or requests for sexual favors</li> <li>2. Inappropriate touching, intentionally impeding movement, verbal comments, gestures or written communication of a suggestive or sexually derogatory nature, or intimidation based on gender or sexual preference</li> <li>3. Continuing to express sexual interest after being informed that the interest is unwelcome (reciprocal attraction between peers is not considered sexual harassment)</li> <li>4. Subtle pressure or requests for sexual activity</li> <li>5. Leering or voyeurism</li> <li>6. Displaying sexually suggestive pictures or objects anywhere in the workplace.</li> </ol> <p>Sexual harassment may include conduct by men towards women, men towards men, women towards men, women towards women, employees towards supervisors, supervisors towards employees, employees towards citizens or vendors, and citizens or vendors towards employees. It may also include consensual sexual conduct by co-workers that is offensive or disadvantageous to a third party employee.</p> <p>In addition, an employee's mistreatment of another employee away from work may be, or may become, prohibited conduct if it is in any way associated with workplace conduct. Such mistreatment could include any conduct towards an employee outside of the workplace that would be prohibited in the workplace. Conduct including but not limited to following that employee home without her or his consent, making repeated unwelcome sexual overtures by telephone or sending unwelcome sexual materials through the mail, may be prohibited conduct.</p> <p>The above examples are not all inclusive. Conduct not described in these examples might constitute sexual harassment. A common sense question to ask yourself about any conduct is,</p>	

Procedure

No form of sexual harassment will be tolerated by the Shrewsbury Public Schools. Anyone found to have committed any form of sexual harassment will be disciplined, up to and including termination. All supervisors are expected to be alert to any possible sexual harassment and to take appropriate steps to eliminate and report the same. Supervisors found to have tolerated or condoned sexual harassment, or found to have failed to take appropriate actions to prevent sexual harassment will also be disciplined. Employees found to have knowingly made false accusations of sexual harassment will be disciplined up to and including termination.

Retaliation against any individual for reporting sexual harassment is unlawful, will not be tolerated, and will be treated with the same strict discipline as the harassment itself.

1. Every report of sexual harassment will be taken seriously and investigated in a timely fashion. Any investigation into allegations of sexual harassment must be conducted in the most confidential manner. Only those individuals with a need to know should be informed of the complaint. Witnesses identified by the complainant or the alleged harasser should be interviewed individually in circumstances that will encourage candid comments and protect confidentiality.
2. Any individual who believes he/she has been the subject of sexual harassment should, whenever possible, meet the harasser personally in order to resolve the issue on an informal basis. This may be done with or without a school official present. This type of communication is important since an individual may be unaware that he/she has crossed the line between propriety and sexual harassment.
3. If the complainant does not want or is unable to deal directly with the alleged harasser, he/she should immediately report the incident to an administrator or an adjustment or guidance counselor. Students are encouraged to discuss the incident with the school counselor/psychologist. All cases of sexual harassment *must* be reported to the building principal. All cases involving a staff member should be reported to the Assistant Superintendent.
  - a. An administrator at the appropriate level or counselor will meet with the complainant and the alleged harasser to work out an informal resolution. The incident and its resolution will be written up by the school official. It will be given to each party and a copy will be kept in a file.
  - b. If the complainant is unable to meet with the alleged harasser, the administrator or counselor should assist the complainant in drafting a letter clearly describing the following:
    1. the incident/behavior and when and where it occurred;
    2. how the complainant felt as a result of the behavior
    3. a request that the behavior cease immediately.
4. The letter should be signed and dated by the complainant. A copy of the letter should be given to the alleged harasser, to the complainant and filed by the school official

Adopted 6/16/93

Amended 5/4/94

Revised 4/2/97

4. In the case of serious or repeated incidents of sexual harassment requiring a formal investigation, the following shall be implemented:
  - a. Have a supportive staff member of the complainant's choice present with the complainant at all discussions regarding the case. The alleged harasser will also have the opportunity to choose an individual (union representative, attorney, etc.) to assist or represent him/her.
  - b. An administrator at the appropriate level will complete the investigation promptly. If the complainant is not supported, that decision will be carefully explained to the complainant and the alleged harasser. If the complaint is supported, such action as is necessary will be taken to admonish the harasser, alleviate the complainant's concerns and prevent further harassment.
  - c. In serious cases, or in cases where harassment does not stop after warning, appropriate disciplinary sanctions will be imposed up to and including suspension or dismissal. When appropriate the alleged harasser will be referred to psychological counseling.
  - d. If the conduct involves violation of law, the matter will immediately be reported to the appropriate authorities by the school administration.
  - e. Retaliation or threats of retaliation upon the complainant are unlawful and will not be tolerated.
5. The initiation of a complaint in good faith will have no detrimental effect on the complainant's standing or evaluation in the school in any way.
6. If a complainant cannot utilize any aspect of the procedure detailed above because the alleged harasser is involved in the procedure, the complainant should contact the Superintendent of Schools. Complaints about the behavior of the Superintendent of Schools should be made to the Chairperson of the Shrewsbury School Committee.
7. Individuals wishing to contact a state or federal employment discrimination enforcement agency may write or call one of the following:

Equal Employment Opportunity Commission  
One Congress Street  
Boston, MA 02114  
(617) 565-3200

Massachusetts Commission Against Discrimination  
One Ashburton Place  
Room 601  
Boston, MA 02108  
(617) 727-3990

**SHREWSBURY PUBLIC SCHOOLS**

**ATTACHMENT TO SEXUAL HARASSMENT POLICY 645 (also 316)**

Contract persons in the district:

*Beal Early Childhood Center*  
1 Maple Avenue  
508-841-8860  
Christian Girardi, Principal  
Jill Wensky, School Nurse  
Lisa Drobinski, School Psychologist

*Walter J. Paton School*  
58 Grafton Street  
508-841-8626  
Wendy Bell, Principal  
Lisa Smith, School Nurse  
Angelina Ciccantelli, School Psychologist

*Oak Middle School*  
45 Oak Street  
508-841-1200  
Dr. Ann Jones, Principal  
Scott Yonker, Assistant Principal  
Anne Koertge, Assistant Principal  
Noelle Freeman, Director of Nursing  
Tara Francis, School Nurse  
Lisa Arteca, School Nurse  
Laura Candalaria, Adjustment Counselor  
Jennifer Lencioni, Adjustment Counselor  
Kristen Minio, Adjustment Counselor  
Mindy Sefton, School Psychologist

*Shrewsbury High School*  
64 Holden Street  
508-841-8800  
Todd Bazydlo, Principal  
Maureen Monopoli, Assistant Principal  
Gregory Nevader, Assistant Principal  
P.J. O'Connell, Assistant Principal  
Brenda Filiere, School Nurse  
Pamela Johnson, School Nurse  
Beth Neiman, School Psychologist  
Marc Spisto, School Psychologist  
Nga Huynh, Director of Guidance

*Calvin Coolidge School*  
1 Florence Street  
508-841-8880  
Amy Clouter, Principal  
Katie Zimmerman, School Nurse  
Julia Holdren, School Psychologist

*Spring Street School*  
123 Spring Street  
508-841-8700  
Bryan Mabie, Principal  
Rebecca Carle, School Nurse  
Michelle LeMay, School Psychologist

*Floral Street School*  
57 Floral Street  
508-841-8720  
Lisa McCubrey Principal  
Tiffany Ostrander, Assistant Principal  
Sandy Sorenson, School Nurse  
Suzanne Margiano, School Psychologist  
Cara Demoga, School Psychologist

*Sherwood Middle School*  
28 Sherwood Avenue  
508-841-8670  
Dr. Jane Lizotte, Principal  
Heather Gablaski, Assistant Principal  
Karen Gutekanst, Assistant Principal  
Kristin Franger School Nurse  
Aaron Gritter, School Psychologist  
Rebecca Connoles, School Counselor  
Kelly O'Connell, Adjustment Counselor

*Parker Road Preschool*  
15 Parker Road  
508-841-8646  
Lisa Robinson, Principal  
Kristin Stewich, School Nurse