

SINGLE POLICY	SEXUAL HARASSMENT	645 (also 316)
<p 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 conduct and set guidelines for recognizing and dealing with sexual harassment.</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"> 1. unwelcome sexual advances or requests for sexual favors 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 3. continuing to express sexual interest after being informed that the interest is unwelcome (reciprocal attraction between peers is not considered sexual harassment) 4. subtle pressure or requests for sexual activity 5. leering or voyeurism 6. displaying sexually suggestive pictures or objects anywhere in the workplace. <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, "Would I want my spouse, child, sister, brother or parent to have to experience, see or listen to something like this?". If the answer is "No", then the conduct should be stopped.</p> <p align="right">Continued on next page</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 (embarrassed, humiliated, angry, etc.);
 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.
5. The alleged harasser should be encouraged to apologize personally or by letter to the complainant or to write a letter refuting the allegations.

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:

Early Childhood Center
1 Maple Avenue
508-841-8860
Judith Rogers, Principal
Jill Wensky, School Nurse
Allison Menovich, School Psychologist

Paton School
Grafton Street
508-841-8626
Jayne Wilkin, Principal
Annette Hanson, School Nurse
Deena Sebell, School Psychologist

Oak Middle School
45 Oak Street
508-841-1200
Stephen Lobban, Principal
Pamela Farrill, Assistant Principal
Chris Starczewski, Assistant Principal
Patricia McCaffrey, School Nurse
Kelly O'Connell, Adjustment Counselor
Leslie Wortzman, Adjustment Counselor
Susan Coomey, School Psychologist

Shrewsbury High School
64 Holden Street
508-841-8800
Daniel Gutekanst, Principal
Kenneth Largess, Assistant Principal
Ellen Meyers, Assistant Principal
Todd Bazydlo, Assistant Principal
Judith DeFalco, School Nurse
Pamela Johnson, School Nurse
David Curran, School Psychologist
Marc Spisto, School Psychologist
Nicholas DiPilato, Director of Guidance
Thomas Nault, Guidance Counselor
Gerald O'Connell, Guidance Counselor
Kathleen Floyd, Guidance Counselor
Jammie Zona, Guidance Counselor

Coolidge School
May & Florence Streets
508-841-8880
Margery Clark, Principal
Norma Emerson, School Nurse
Sharon Wester, School Psychologist

Spring Street School
Spring Street
508-841-8700
Jane Lizotte, Principal
Mary Popp, School Nurse
Rachel Rosen, School Psychologist

Floral Street School
Floral Street
508-841-8720
Joseph Sawyer, Principal
Patricia Padilla, Assistant Principal
Lisa Leighton, School Nurse
Paul Sinibaldi, School Psychologist
Timothy Connors, School Psychologist

Sherwood Middle School
Sherwood Avenue
508-841-8670
Daniel Costello, Principal
Frederick Randall, Assistant Principal
Riitta Bolton, Assistant Principal
Lee-Anne Saccone, School Nurse
Mindy Sefton, School Psychologist
Susan DiLeo, Guidance Counselor
Kristen Minio, Adjustment Counselor

Parker Road Preschool
15 Parker Road
508-841-8646
Mary Lammi, Director of Preschool
Katherine Zimmerman, School Nurse

Updated Regularly
Last Update: August 2005