

SEXUAL HARASSMENT

All persons associated with the Frontier Regional and Union #38 School District including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Frontier Regional and Union #38 School Committees take allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The Grievance Officers: **[Scott Paul and Sarah Mitchell, Frontier Regional School, 113 North Main St., So. Deerfield, MA 01273-1026; 413-665-2118]**

The Superintendent will annually appoint sexual harassment grievance officers who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

Complaint Procedure:

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.

- b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
 - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
 - d. On the basis of the grievance officer's perception of the situation he/she may:
 - Attempt to resolve the matter informally through reconciliation.
 - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or his/her designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
 4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 10 months).

1. The United States Equal Opportunity Commission (EEOC)
2 Congress Street 10th floor
Boston, Massachusetts 02114 (617)565-3200
2. Massachusetts Commission Against Discrimination (MCAD)

Boston Office:
1 Ashburton Place, Room 601
Boston, Ma 02108
(617)727-3990

Springfield Office:
424 Dwight Street, Rm 220
Springfield, MA 01103
(413)739-2145

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45
Federal Regulation 74676 issued by EEO Commission
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)
Board of Education 603 CMR 26:00

**FRONTIER REGIONAL/UNION#38
SCHOOL DISTRICTS**

SEXUAL HARASSMENT COMPLAINT FORM

Name of Complainant:

Position of Complainant:

Date of Complaint:

Name of alleged harasser:

Date and Place of
Incident or Incidents:

Description of Misconduct:

Name of Witnesses:

Evidence of Harassment,
i.e., letters, photos:

Any other information:

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

**FRONTIER REGIONAL/UNION#38
SCHOOL DISTRICTS**

WITNESS DISCLOSURE FORM

Name of Witness:

Position of Witness:

Date of Testimony/
Interview:

Description of
Instance Witnessed:

Any Other
Information:

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

SEXUAL HARASSMENT POLICY FORM

A Massachusetts state law requires that all employees receive annually a copy of the district's Sexual Harassment Policy.

For your review and future reference, I enclose this policy.

/s/ Lynn M. Carey, Ed.D.
Superintendent's Signature

Please complete the form below and return as soon as possible to the Superintendent's Office. Thank you.

I, _____ at the
_____ School, have received a copy of the Sexual Harassment Policy.

Employee Signature

Date