

PROCEDURES DEALING WITH SEXUAL HARASSMENT COMPLAINTS INVOLVING EMPLOYEES

If an employee believes that she or he has been subjected to sexual harassment, whether by a supervisor, administrator, co-worker or any other person with whom the employee comes into contact in connection with his/her work for the Schools, the employee should report the incident immediately to his/her supervisor or to the Deputy Superintendent at 16 Charter Road, Acton, MA 01720, (978) 264-4700. A complaint against a supervisor, administrator or someone in a higher position in the Schools should be reported directly to the Deputy Superintendent or to the Superintendent of Schools, 16 Charter Road, Acton, MA 01720, (978) 264-4700. When a complaint is made, a complaint form must be filed by the supervisor, Deputy Superintendent or Superintendent, with a copy to the Title IX Coordinator.

The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of the Schools:

- A prompt and impartial investigation of the complaint is conducted by the administrator to whom it was reported or by another specifically-designated administrator. That investigation may include (but is not necessarily limited to) interviews with the employee who made the complaint, with the person or persons against whom the complaint was made, and with other employees who may have witnessed the reported incident or incidents.
- Upon completion of the investigation, the administrator who conducted that investigation will meet individually with the employee who made the complaint and individually with the employee or employees against whom the complaint was made, to report the results of the investigation and, where an action is determined to be appropriate, to inform the parties of the steps that will be taken to correct the situation.

Retaliation: Retaliation in any form against any person who has filed a complaint relating to sexual harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel.

Confidentiality: Reports of sexual harassment should be kept confidential to the greatest extent possible, involving as few people as possible, with the goal of protecting both parties and stopping any inappropriate behavior. Harassment complaint forms and related documents should be kept in a secure place.

Counseling: Victims of sexual harassment are also encouraged to find relief and closure through the school district's counseling service.

The Schools strive to release information arising out of a complaint or investigation of sexual harassment only on a need-to-know basis. Employees should be aware, however, that information must be shared in order for an effective investigation to be conducted and, also, that any administrator, manager or supervisor who receives a complaint of sexual harassment from an employee or who otherwise knows or has reason to believe that an employee is or has been subjected to sexual harassment is expected to report the incident promptly to the Deputy Superintendent for investigation.

An employee who believes that he or she has been subjected to sexual harassment may also contact the United States Equal Employment Opportunity Commission at One Congress Street, 10th Floor, Room 1001, Boston, MA 02114, or the Massachusetts Commission against Discrimination at One Ashburton Place, Boston, MA 02108.