



**Monomoy Regional School District - Monomoy Regional School Committee  
Policy Subcommittee Meeting**

**Monomoy Regional High School Main Street Conference Room A186**

**75 Oak Street, Harwich, MA 02645**

**Thursday, July 10, 2025 at 5:30 PM**

**AGENDA**

A. Call to order

B. Review Policies:

1. ACAB - Harassment Policy and Grievance Procedure
2. BBBC - School Committee Member Resignation
3. BBBE - School Committee Vacancy

C. Adjourn

**Authorized Posting Officer**

Roberta Simmons

July 8,, 2025

**Monomoy Regional School District**

**School Committee Vacancy**

**DRAFT**

Any vacancy occurring on the Regional District School Committee for any cause shall be filled by the local Board of Selectman and the remaining Regional District School Committee members from the town where the vacancy occurs in accordance with Section I (F) of the Regional Agreement.

The members of the Board of Selectmen shall meet in joint session with the remaining members of the Regional School District Committee from the town where the vacancy occurs. A majority vote of the members of this joint session shall be required to fill the vacant position. Such replacement shall serve until the next annual town election. At that next annual election, a person will be elected to serve the balance of the unexpired term, if any, which had become vacant.

**Legal references:**

Regional Agreement Section I(F) **updated 2022**

*Adopted: March 27, 2013*

*Revised:*

Monomoy Regional School District

School Committee Member Resignation

If a School Committee member wishes to resign from the Committee prior to the expiration of that individual's term of office, said resignation must be filed with the Town Clerk in the Town he/she represents in written form with a copy to the School Committee.

Once a School Committee member submits a letter of resignation to the Town Clerk of the Town he/she represents, said individual's duties as a Committee member are terminated unless a specific date has been stated in the notification for that resignation to take effect.

A school committee term of office shall be deemed vacated should an existing member move out of the Town of Chatham or Harwich prior to the expiration of that term.

Established by law

**Legal references:**

M.G.L. 41:2; 41:109

**File BBBE- School Committee Vacancy**

*Adopted: March 27, 2013*

*Revised:*

**Monomoy Regional School District**  
**SEXUAL HARASSMENT PREVENTION POLICY AND GRIEVANCE PROCEDURE**  
**DRAFT**

The Monomoy Regional School District (“the District”) is committed to maintaining a school and work environment free of **unlawful sexual** harassment of any kind. ~~The District does not discriminate against students, parents/guardians/caregivers, employees or the general public. No person shall be excluded from or discriminated against in admission to the Monomoy Regional School District, or in obtaining the advantages, privileges and courses of study of the District on account of race, color, sex, gender identity, religion, national origin, or sexual orientation. (G.L. c. 76, §5). Additionally, the District does not tolerate harassment based upon race, color, sex, gender identity, religion, national origin, or sexual orientation. (603 CMR 26.08).~~ **Sexual harassment of any employee or student, (hereinafter “individual”), occurring in the environment or in other settings in which individuals may find themselves in connection with their relationship to the District is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing an environment free from unlawful sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with by the District.**

~~The School District will not tolerate harassment of their employees or students. Harassment of staff or students based on race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities is prohibited. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools.~~

It should be noted that while this policy sets forth the goal of promoting a work and educational environment that are free of **unlawful sexual** harassment, the policy is not designed or intended to limit the authority of school officials to discipline or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of **sexual** harassment.

This policy covers ~~all types of harassment apart from~~ any sexual harassment **that is not covered by Title IX**, which is addressed in Policy ACAB-SHACC.

**Because the District takes allegations of sexual harassment seriously, it will respond promptly to complaints of alleged sexual harassment and, where it is determined that such inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.**

~~The District expects all members of the school community, including but not limited to, administrators, teachers, staff members, students and vendors, to conduct themselves in an appropriate and professional manner and with concern for fellow members of the school community. Paramount is the maintenance of a safe and civil environment in which adults can work and students can learn and achieve high core academic standards. All persons are to be treated with dignity and respect.~~

~~Harassment in any form will not be tolerated. Harassment is any behavior which has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or behavior that creates a hostile work or educational environment. It may be verbal, non-verbal, written, physical or psychological in nature. Such behaviors may include, but are not limited to:~~

1. ~~Unsolicited remarks, including threats, intimidation, rumors and name-calling;~~
2. ~~Unwelcome or intimidating gestures;~~
3. ~~Display or circulation of written materials or pictures of a derogatory nature;~~
4. ~~Unwelcome touching, cornering or other physical contact;~~
5. ~~Deliberate social exclusion;~~
6. ~~Cyber bullying, the use of electronic information and communication technologies to threaten, harass or intimidate a person or group of persons (including, but not limited to, e-mail messages, instant messaging, text messaging, cell phone communication, internet blogs, internet chat rooms, social networking websites).~~

~~Harassment may take place on school grounds, at school-sponsored activities, at an official school bus stop, or on school-provided transportation. Harassment may be overt or subtle, but regardless of what form it may take, i.e. verbal, non-verbal or physical, harassment can be insulting and demeaning to the recipient and will not be tolerated in the District. Determinations about whether or not behavior is considered harassment will be viewed from the perspective of a reasonable person. As such, what one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.~~

### **Definitions**

~~*Actual knowledge*—Actual notice does not exist where no member of the school staff has witnessed the harassment, or been told about the harassment, apart from the respondent. This is true even where it can be argued that members of the school staff “should have known” about the harassment, but did not.~~

~~*Complainant* means an individual who is alleged to be the victim of conduct that could constitute harassment.~~

~~*Deliberate indifference* means a response to harassment that is clearly unreasonable in light of the known circumstances.~~

~~*Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.~~

~~*Supportive measures* means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.~~

~~As indicated above, these procedures do not limit the District from removing a student from a program or activity on an emergency basis based on immediate threats to people's physical health or safety or placing an employee on administrative leave during the pendency of the investigation.~~

### **Mandated Reporting**

~~Under certain circumstances, harassment (particularly sexual harassment) may constitute child abuse under M.G.L. Chapter 119, Section 51A. The District shall comply with state law in reporting suspected cases of child abuse.~~

~~The Superintendent of Schools shall appoint a district Title IX/Section 504 of Rehabilitation Act Chapter 622 Coordinator to communicate the requirements of the law relative to harassment and the contents of this policy. The Superintendent or his/her designee shall establish a district grievance procedure for reporting and investigating allegations of harassment.~~

### **Grievance Procedure: Reporting Complaints of Discrimination and Harassment Except Sexual Harassment**

~~If any student, parent/guardian/caregiver or employee believes, in good faith, that he or she has been subjected to harassment or discrimination described above, the individual has a right to file a complaint with the District. This may be done informally or formally, as described below.~~

~~Teachers or other staff members who observe or receive reports of incidents of harassment or discrimination involving students shall report (verbal or written) such incidents immediately to the student's Principal.~~

Administrators aware of harassment or discrimination involving any employee shall report such incidents to the relevant coordinator, listed below, or to the Superintendent.

Please note that while these procedures relate to the District's policy of promoting an educational setting free from discrimination and harassment, including sexual harassment, as detailed further in a separate policy, these procedures are not designed nor intended to limit the District's authority to discipline or take remedial action for conduct which is deemed unacceptable.

### **Coordinator Contact Information**

The Civil Rights Coordinator for Title VI (race, color, national origin); Section 504 (disability); Title II of the ADA (disability); Religion, Sexual Orientation, Gender Identity, and Age, is:

Director of Student Services 508-945-5130

Students, parents/guardians/caregivers, or employees who wish to initiate either the informal or the formal complaint process may direct a written or verbal complaint to the relevant coordinator or to the Principal for the school in which the alleged discrimination or harassment took place. Whether formal or informal in nature, written complaints are encouraged. Students may additionally report incidents that they believe involve harassment or discrimination to their guidance counselor, any teacher, administrator or any member of the support staff, and the staff member will refer to the complaint to the Principal or the relevant coordinator.

The complaint may be written by the complainant, or it will be reduced to writing by either the school employee who receives the complaint, the building Principal, the relevant coordinator, or a designee. Whether the complaint is reduced to writing by a student, parent/guardian/caregiver, or staff member, the written complaint should include the name of the complainant, the name of the alleged victim (if different), the name of the respondent, the location of the school/department where the alleged discriminatory action occurred, the basis for the complaint, witnesses (if any), and the corrective action the student is seeking. This information will be made on or transferred to a discrimination/harassment complaint form maintained by the District.

Efforts should be made to file such complaints within twenty (20) calendar days after the alleged discriminatory action occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. However, the District will investigate any complaint no matter when it is filed, except that the District has discretion to dismiss a complaint where the passage of time would result in the district's inability to gather evidence sufficient to reach a determination regarding responsibility.

Within two business days of receiving a complaint, the District will determine whether the complainant wishes to utilize formal or informal procedures, which the complainant can also expressly select as described below in section (1) regarding informal procedures and section (2) regarding formal procedures, and, if the complainant chooses formal procedures, begin to investigate every complaint of harassment, discrimination, or violence.

Any teacher or other employee who receives a complaint of discrimination or harassment shall immediately forward the complaint to the building Principal. The Principal will then determine whether the complainant wishes to pursue formal or informal procedures, and will forward all formal complaints to the relevant coordinator listed above, who will begin the formal procedure described below. If the complainant wishes to pursue informal procedures, the Principal and/or the Principal's designee will first attempt to resolve the complaint at the building level.

The relevant coordinator or designee shall handle the investigation and resolution of a formal complaint. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority, and any complaint about the relevant coordinator will be investigated by the Superintendent or his designee. Any complaint about the Superintendent should be submitted to the chairperson of the school committee, who should consult with legal counsel concerning the handling and investigation of the complaint.

### **Internal Grievance Procedure**

## **1. Informal Resolution of Discrimination and Harassment Complaints**

Before initiating the formal procedure, a complainant may wish to resolve the complaint on an informal basis through discussion between the complainant and the respondent, which will be facilitated by the building Principal or designee. The complainant may request informal procedures or be given the option of electing between pursuing informal or formal procedures at the time that their complaint is received by the relevant coordinator or building Principal. Informal procedures are entirely voluntary. Complainants may elect to pursue formal procedures at any step in the process of making their complaint, even if informal procedures have already begun. Similarly, respondents may elect to follow formal procedures.

If the complainant and the respondent feel that a resolution has been achieved, then the conversation remains confidential and no further action needs to be taken. This voluntary conversation must occur within five (5) workdays after receiving the complaint of discrimination or harassment, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

If the complainant is not satisfied with the resolution from the informal process, or if he/she does not choose informal resolution, then he/she can begin the formal complaint procedure described below.

## **2. Formal Resolution of Discrimination and Harassment Complaints**

A student, parent/guardian/caregiver or employee who is not satisfied with the informal resolution process or who chooses not to participate in the informal resolution process may initiate the formal complaint procedure at any time.

### **Step One**

Within forty-eight (48) hours of receiving the complaint or of the termination of an unsuccessful informal resolution process (whichever is later), the relevant coordinator or designee will meet with the complainant and/or alleged victim (if they are different) by telephone or in person. The relevant coordinator or designee will complete a discrimination/harassment complaint form based on the written or verbal allegations of the complainant within forty-eight (48) hours of meeting with the complainant. The complaint form will be maintained by the relevant coordinator or designee.

### **Step Two**

A prompt investigation shall be completed by the relevant coordinator or designee within thirty (30) school days from the date that the District received a complaint or report, unless impracticable (e.g., the complaint is received during the summer time and witnesses are unavailable). The relevant coordinator or designee will provide written notice of the investigation to the alleged perpetrator before conducting an interview of the alleged perpetrator, including whether or not the relevant coordinator or designee anticipates that there may be discipline.

The investigation may, as appropriate, consist of personal interviews with the alleged victim/complainant, the complainant (if different than the alleged victim), the individual(s) against whom the complaint is filed ("alleged perpetrator[s]"), and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the relevant coordinator or designee.

The complainant and the respondent(s) have the opportunity to present witnesses and information that they deem relevant to the relevant coordinator or designee. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations. However, regardless of the complainant's participation in the investigation, the District will investigate the complaint to the extent possible and will take appropriate action based on the results of its investigation.

### **Step Three**

The coordinator or designee shall document his or her findings. The coordinator or designee shall send the written report of the findings to the Superintendent, complainant, and respondent(s) within thirty (30) school

days after the investigation has been completed, unless the complainant and respondent agree in writing to extend the timeline.—

The report shall include:

- a) a statement of the allegations investigated;
- b) a summary of the steps taken to investigate the allegations;
- c) the findings of fact based on a preponderance of the evidence gathered;
- d) the District's conclusion, based upon a preponderance of the evidence, of whether discrimination, harassment, or violence did or did not occur;
- e) the disposition of the complaint;
- f) the rationale for the disposition of the complaint; and
- g) if the District concluded discrimination, harassment, different treatment, or violence occurred, a description of the District's response. However, all discipline of the respondent will be kept confidential from the complainant unless it directly relates to the complainant (e.g., complainants will be notified of stay-away orders but not suspensions).

The coordinator or designee shall determine whether the allegations have been substantiated as factual and whether they appear to be violations of this policy, using a preponderance of the evidence standard.—

A preponderance of the evidence means that it is more likely than not that the alleged conduct occurred. The coordinator or designee shall further recommend what action, if any, is required. If it is determined that harassment, discrimination or different treatment occurred, the District will take steps to prevent the recurrence of the harassment, discrimination or different treatment and correct its discriminatory effect on the complainant and others if appropriate.—

Formal disciplinary actions may be imposed in the event that the preponderance of the evidence indicates a violation of this policy, up to and including expulsion. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement.—

#### **Step Four**

The coordinator and/or Superintendent shall maintain the written report of the investigation, findings and disposition.

The District will contact the complainant within fourteen (14) school days following the conclusion of the investigation to assess whether there has been on-going harassment or retaliation and to determine whether additional supportive measures are needed.

#### **3. Supportive Measures**

The District shall take immediate steps to protect the complainant, respondent, witnesses, and the larger school community pending the completion of an investigation or the informal process and address any ongoing harassment or discrimination. The District will take supportive measures to prevent retaliation against the complainant, respondent, witnesses, and the larger school community.—

#### **4. Appeals**

Any party may appeal the decision of the Investigator in writing to the Superintendent within fifteen (15) school days of receipt of the findings of the formal procedure. The Superintendent, as an impartial decision-maker, will review the comprehensiveness and accuracy of the investigation and the conclusions, and issue written findings to both the complainant and respondent within thirty (30) school days of the appeal.—

#### **External Grievance Procedure**

Any student, parent/guardian/caregiver or employee who chooses not to use the District's internal grievance procedures or who is not satisfied with the District's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.

## **Retaliation**

Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy. The coordinator or designee will inform all involved individuals that retaliation is prohibited, and that anyone who feels that they have experienced retaliation for filing a complaint or participating in the resolution process should inform the coordinator. The coordinator will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.

### **For complaints related to discrimination/harassment of students:**

The Office for Civil Rights, US Department of Education

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

OR

The Massachusetts Commission Against Discrimination

One Ashburton Place

Sixth Floor, Room 601

Boston, MA 02108

Phone 617-994-6000, TTY: 617-994-6196

### **For complaints related to discrimination/harassment of parent/guardian/caregivers:**

The Office for Civil Rights, US Department of Education

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

### **For complaints related to discrimination/harassment of employees:**

The Office for Civil Rights, US Department of Education

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

OR

The Massachusetts Commission Against Discrimination

One Ashburton Place

Sixth Floor, Room 601

Boston, MA 02108

Phone 617-994-6000, TTY: 617-994-6196

OR

The Equal Employment Opportunities Commission

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

Phone: 1-800-669-4000

### **Referral to Law Enforcement, Other Agencies**

Some alleged conduct may constitute both a violation of District policies and criminal activity. The building Principal, coordinator, Superintendent, or designee will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant of the right to file a criminal complaint.

Legal References: Title VII of the Civil Rights Act of 1964

Title IX of the Education Amendment of 1972

~~Section 504 of the Rehabilitation Act; Title II of the ADA~~  
~~M.G.L. c. 151B and c. 151C~~  
~~M.G.L. c. 76, section 5~~  
~~M.G.L. c. 119, section 51A~~  
~~M.G.L. c. 71B, section 1 Revised: 101712009~~  
~~Adopted: March 27, 2013~~  
~~Revised: June 25, 2020~~

### **Definition of Sexual Harassment**

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other uninvited verbal, visual or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a term or condition of employment or a student’s status; or
- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a basis for employment decisions or student status decisions; or
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an employee’s and/or students work performance by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under this definition, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to **individuals, regardless of gender, may also constitute sexual harassment.**

**While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its persuasiveness:**

- verbal abuse of a sexual nature;
- use of sexually degrading words;
- jokes or language of a sexual nature;
- conversation or gossip with sexual overtones;
- obscene or suggestive gestures or sounds;
- sexually-oriented teasing;
- verbal comments of a sexual nature about an individual’s appearance or sexual terms used to describe an individual;
- inquiries into one’s sexual experiences;
- discussion of one’s sexual activities;
- comments, jokes or threats directed at a person because of his/her sexual preference;
- unwelcome and repeated invitations (for lunch, dinner, drinks, dates, sexual relations);
- demand for sexual favors accompanied by an implied or overt threat concerning a student’s participation in an Educational Program or Activity, including promises of preferential treatment;

- physical contact such as touching, hugging, kissing, stroking, fondling, patting, pinching or repeated brushing up against one's body;
- deliberate bumping, cornering, grabbing;
- assaults, molestations or coerced sexual acts;
- posting or distributing sexually suggestive objects, pictures, cartoons or other materials;
- sexually-oriented letters or notes;
- sending offensive or discriminatory messages or materials through the use of electronic communications (e.g., electronic mail, including the Internet, voice mail and facsimile) which contain overt sexual language, sexual implications or innuendo, or comments that offensively address someone's sexual orientation;
- staring at parts of a person's body;
- sexually suggestive gestures, leering; and
- condoning Sexual Harassment.

Sexual harassment can occur in a variety of circumstances. Here are some things to remember:

- a person of any sex or gender may be the victim of sexual harassment, and a person of any sex or gender may be the harasser;
- the harasser does not have to be the victim's supervisor;
- the victim does not have to be of a different sex or gender from the harasser; and
- the victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may be someone who is affected by the harassing conduct, even when it is directed toward another person, if the conduct creates an intimidating, hostile, or offensive environment for the victim or unreasonably interferes with the victim's performance by creating a hostile, humiliating, or sexually offensive environment.

### **Individual Responsibilities**

Each individual of the District is personally responsible for:

- ensuring that their conduct does not sexually harass any other individual with whom he/she comes in contact;
- cooperating in any investigation of alleged sexual harassment by providing any information they possess concerning the matter being investigated;
- actively participating in efforts to prevent and eliminate sexual harassment and to maintain an environment free from such harassment; and
- ensuring that an individual who files a good-faith sexual harassment claim or cooperates in an investigation may do so without fear of retaliation or reprisal.

All individuals should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated by the District.

### **Complaints of Sexual Harassment**

If any individual believes that he or she has been subjected to sexual harassment, they have the right to file a complaint with the appropriate person listed below. This may be done in writing or orally.

The District has designated Sexual Harassment Grievance Officers. If you would like to file a complaint you may do so by contacting the current Sexual Harassment Grievance Officers as follows:

The District's Sexual Harassment Grievance Officer is the Director of Student Services, who can be reached by phone at 508-945-5130.

If any individual believes he or she has been subject to sexual harassment, the employee or student should initiate a complaint regarding alleged sexual harassment by contacting the Sexual Harassment Grievance Officer as soon as possible. The individual should file the complaint promptly following any alleged incident of harassment. The individual should be aware that the longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be for the District to reconstruct what occurred. The individual will be requested to write out his or her complaint to document the charge or to sign a written statement.

Individuals will not have to go through the regular chain of reporting procedures when reporting sexual harassment.

The Sexual Harassment Grievance Officer is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

### SEXUAL HARASSMENT INVESTIGATION

Upon receiving the complaint, the Sexual Harassment Grievance Officer will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. When the Sexual Harassment Grievance Officer has completed their investigation, they will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the District will act promptly to address the offending conduct, and where it is appropriate, the District will also impose disciplinary action.

### RETALIATION

Retaliation against an individual for making a good-faith complaint of sexual harassment or cooperating in an investigation is against the law and prohibited. If any individual believes that they have been subjected to retaliation for having brought a complaint of harassment or for having participated in an investigation, that individual or student is encouraged to report the situation as soon as possible to the Sexual Harassment Grievance Officer, the Alternate Sexual Harassment Grievance Officer, the building Principal or Superintendent of Schools.

### DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed, the District will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, or, for students, from counseling to suspension or expulsion, in accordance with law, and may include such others forms of disciplinary action as the District deems appropriate under the circumstances.

### 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 regarding alleged sexual harassment 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 – 180 days, but under certain circumstances, may be filed within 300 days; MCAD – 300 days).

**The United States Equal Employment Opportunity Commission (“EEOC”)**

JFK Federal Building  
15 New Sudbury Street, Room 475  
Boston, MA 02203-0506  
Phone: 1-800-669-4000  
Fax: 617-565-3196  
TTY: 1-800-669-6820

**The Massachusetts Commission Against Discrimination (“MCAD”)**

<b>Boston Office:</b>	<b>Springfield Office:</b>	<b>Worcester Office:</b>
One Ashburton Place, Room 601	424 Dwight Street, Room 220	18 Chestnut Street, Room 520
Boston, MA 02108	Springfield, MA 01103	Worcester, MA 01608
Phone: (617) 994-6000	Phone: (413) 739-2145	Phone: 508-453-9630
Fax: (617) 994-6196	Fax: (413) 784-1056	Fax: (508) 755-3861
Email: <a href="mailto:mcad@mass.gov">mcad@mass.gov</a>	Email: <a href="mailto:mcad@mass.gov">mcad@mass.gov</a>	Email: <a href="mailto:mcad@mass.gov">mcad@mass.gov</a>

LEGAL REF.: M.G.L. 151B:3A; 151B:4

CROSS REF.: AC, Nondiscrimination Policy Including Harassment and Retaliation  
ACA, Non-Discrimination on the Basis of Sex  
ACC, Title IX Policy and Procedures

Adopted: March 27, 2013

Revised: June 25, 2020