



### PROHIBITION OF HARASSMENT

It is the policy of the Lincoln Public Schools to prevent unlawful discrimination or harassment of any individual working in or attending the schools and to encourage individuals to bring concerns about discrimination or harassment to the attention of the Administrative Team or the Superintendent of Schools.

The Lincoln Public Schools expect all individuals - employees and students alike - to treat each other with dignity and respect. As an equal opportunity employer, we are committed to maintaining an environment in which no employee, student, or visitor is subjected to unequal treatment because of race, color, ancestry, disability, sex, age, national origin, religion, gender identity, or sexual orientation. The Lincoln Public Schools will not tolerate any discrimination against or difference in treatment by or among employees, students, visitors, or others, based on these characteristics.

### HARASSMENT

Harassment in the workplace is unlawful. Harassment includes verbal or physical conduct that may or does offend, denigrate or belittle any individual by reference to any of the characteristics listed above. Such conduct includes showing pictures, telling jokes, making innuendoes, vulgar gestures, or other behavior that creates an atmosphere of intolerance, bias, or intimidation.

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, dirty jokes, showing of offensive pictures, offensive sexual contact, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature under any of the following conditions:

1. Acceptance of or submission to such conduct is made a term or condition of an employee's employment, either explicitly or implicitly.
2. The employer's response to such conduct is used as a basis for employment decisions affecting that employee.
3. Such conduct interferes with an employee's work performance.
4. The conduct creates an intimidating, hostile, or offensive work environment.

Harassment in any form or for any reason is forbidden. This includes harassment of a subordinate by a manager, between employees, between students, or between students and employees, including student harassment of faculty and staff.

### REPORTING HARASSMENT/INVESTIGATION

The Administrator for Student Services will be the person responsible for processing complaints and conducting the initial investigation for incidents. All investigations will remain confidential to the extent possible.

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HARASSMENT REPORTING AND INVESTIGATION PROCEDURES ¶

Deleted: If you believe you have been harassed, or if you witness or learn about the harassment of another individual, you should inform your immediate supervisor or principal immediately. Your supervisor or principal will promptly investigate the complaint. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions. ¶

1. Any member of the school community who believes they have been harassed will report the incident to the Administrator for Student Services. All complaints will be investigated promptly and resolved as soon as possible.
2. The Administrator for Student Services will attempt to resolve the problem in an informal manner through the following process:
  - a. The Administrator for Student Services or their designee will meet with the person making the charge to gather information and obtain a clear understanding of the person's statement and may interview witnesses.
  - b. The Administrator for Student Services or their designee will meet with the person accused of the charge to obtain their response to the complaint.
  - c. The Administrator for Student Services or their designee will hold meetings with each party to further establish the facts.
  - d. The Administrator for Student Services or their designee may attempt to resolve the matter informally or may report the incident and transfer the investigation to the Superintendent or their designee. A formal letter will be sent to the parties to notify them of the transfer to the Superintendent.
3. After review of the investigation by the Administrator for Student Services, the Superintendent as the Title IX Coordinator, or their designee, may attempt to gather any more evidence or information necessary to determine the outcome and impose sanctions deemed appropriate.

Source: MASC

Legal References:

Title IX of the Education Amendments of 1972

Title VII, Section 703 Civil Rights Act of 1964 as amended 45

Board of Education 604 CMR 26:00

Federal Regulation 74676 issued by EEO Commission

Education Amendments of 1972, 20 U.S.C 1681 et seq. (Title IX)

Voted at November 4, 1996 School Committee Meeting  
 Revised at June 5, 2000 School Committee Meeting  
 Revised at February 26, 2009 School Committee Meeting  
 Reaffirmed at School Committee Meeting of June 16, 2011  
 Revised at School Committee Meeting of April 25, 2013

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**Deleted:** If your teacher, supervisor or principal determines that harassment has occurred, he/she will take action to end the harassment and ensure that it is not repeated. Corrective actions may include warnings, transfers, suspension, probation, and discharge proceedings. In the event that a student is determined to have harassed a student, employee or faculty member, the student will be automatically suspended from school for 1-3 days. If the harassment persists, the student may face expulsion.¶

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 If you do not wish to discuss the issue with your supervisor or principal, or if he/she does not address the problem, you should inform the Superintendent of Schools, Ballfield Road, Lincoln, Massachusetts 01773, 781-259-9409, who will, upon hearing of the complaint, conduct his/her own investigation. Upon request, and/or for cause, the Superintendent may designate a member of the Administrative Team to hear the complaint and/or conduct the investigation.¶

¶  
 It is unlawful to retaliate against or punish any student or employee who files a complaint of sexual harassment or who cooperates in an investigation of a complaint of sexual harassment. The Lincoln Public Schools will not tolerate any retaliation against any person who files such a complaint or who cooperates in an investigation into possible harassment. The Superintendent will take disciplinary action against any person who engages in unlawful retaliation.¶

¶  
 The Lincoln Public Schools urge all those in the school community to bring any concerns or complaints or harassment to our attention so that the issue can be resolved. The state agency responsible for enforcing the laws prohibiting harassment is the Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, Massachusetts. The federal agency responsible for enforcing federal laws prohibiting harassment is the Equal Employment Opportunity Commission, One Congress Street, Boston, Massachusetts.¶

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**Source: MASC**  
**November 8, 2019**

**File: ACA - NONDISCRIMINATION ON THE BASIS OF SEX**

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school district does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Committee will designate an individual to act as the school district's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

SOURCE: MASC

LEGAL REFS.: Title IX of the Education Amendments of 1972

45 CFR, Part 86, (Federal Register, 6/4/75)

M.G.L. [76:5](#); [76:16](#) (Chapter 622 of the Acts of 1971)

BESE 603 CMR [26:00](#)

CROSS REF.: [AC](#), Nondiscrimination



LINCOLN PUBLIC SCHOOLS  
Lincoln, Massachusetts

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