

Harassment is a form of unlawful discrimination, as well as disrespectful behavior, which will not be tolerated. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment as defined and otherwise prohibited by state and federal law violates this policy. Further, it shall be a violation of this policy to retaliate against any complainant raising good faith allegations of unlawful harassment or witness cooperating in an investigation by the District pursuant to this policy.

Definitions

- 1. Employee:** For purposes of this policy, employee means any person who may be permitted, required or directed by the school district, in consideration of direct or indirect gain or profit, to perform services.
- 2. Unlawful Harassment:** Unlawful harassment is a form of discrimination. It is verbal or physical conduct based on an employee's race, religion creed, color, national origin, marital status, sex, sexual orientation, gender identity, age, political affiliation, ancestry, place of birth or disability which has the purpose or effect of substantially interfering with an employee's work or creating an intimidating, hostile or offensive environment.

Sexual Harassment: Is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

- a. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting such individual; or
 - b. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- 3. Retaliation.** Retaliation is adverse action taken against a person for making a complaint of unlawful harassment or for participating in or cooperating with an investigation.

Examples

Unlawful harassment including, but not limited to: any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles an employee because of the employee's race, religion, creed, color, national origin, marital status, sex, sexual orientation, gender identity age, ancestry, place of birth or disability. Such conduct includes, but is not limited to, unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

1. Sexual Harassment

Sexual harassment may include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities.

2. Racial and Color Harassment

Racial or color harassment may include unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.

3. Creed and Religion Harassment

Creed and religion harassment includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs.

4. National Origin Harassment

Harassment on the basis of national origin includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin such as negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

5. Marital Status Harassment

Harassment on the basis of marital status includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

6. Sexual Orientation Harassment

Harassment on the basis of sexual orientation includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation.

7. Gender Identity Harassment

Harassment on the basis of gender identity includes unwelcome verbal, written or physical conduct directed at an individual's actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual's gender or gender identity, regardless of the individual's assigned sex at birth.

8. Disability Harassment

Disability harassment includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling mental or physical condition such as imitating manner of speech or movement, or interference with necessary equipment.

Procedure

1. **Duty to Investigate.** In the event the District receives a complaint of unlawful harassment of an employee, or otherwise has reason to believe that unlawful harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The District is committed to take action if it learns of potential unlawful harassment, even if the aggrieved employee does not wish to file a formal complaint.
2. **Designated Persons.** Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the Non-Discrimination Coordinators or to the Principal at the following address and telephone number:
3. **Investigation.** Allegations of unlawful harassment will be promptly investigated by a Non-Discrimination Coordinator or his/her designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy. If the allegations are found to have been substantiated by the investigator, the District will take appropriate disciplinary and/or corrective action. The Non-Discrimination Coordinator or his/her designee will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s) and the complainant(s) shall be warned against any retaliation. If, after investigation, the allegation is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this policy.
4. **Filing a Complaint.** Employees are encouraged to report the alleged unlawful harassment as soon as possible to the Non-Discrimination Coordinators or the Principal. The complainant will be asked to provide copies of any relevant documents or notes of events and the names of people who witnessed or were told of the unlawful harassment and will be asked to provide a written description of the unlawful harassment.
5. **Alternative Complaint Processes.** Employees may file complaints with both the District and with state and federal agencies. If employees are dissatisfied with the results of an investigation, they may file a complaint with state and federal agencies. The agencies are:
 - a. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602. Tel: (802) 828-3171. Complaints should be filed within 300 days of any unlawful harassment.
 - b. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114. Tel: (617)565-3200, (voice), (617)565-3204 (TDD). Complaints should be filed within 300 days of any unlawful harassment.



APPENDIX EMPLOYEE HARASSMENT PREVENTION COORDINATORS <small>(Updated List: August 2018 MUST BE UPDATED EACH FALL)</small>					
TWO RIVERS SUPER VISORY UNION					
<i>Designee #1:</i>			<i>Designee #2:</i>		
Name:	Mary Barton	Name:	Lauren Fierman	Title:	Superintendent
Title:	Dir. of Student Support Services	Title:	Superintendent	Contact Information:	802-875-6442
Contact Information:	802-875-6428	Contact Information:	802-875-6442		
CAVENDISH TOWN ELEMENTARY SCHOOL					
<i>Designee #1:</i>			<i>Designee #2:</i>		
Name:	Dale Mann	Name:	Maureen Stevens	Title:	School Counselor
Title:	Principal	Title:	School Counselor	Contact Information:	802-875-7723
Contact Information:	802-875-7702	Contact Information:	802-875-7723		
CHESTER ANDOVER ELEMENTARY SCHOOL					
<i>Designee #1:</i>			<i>Designee #2:</i>		
Name:	Joanne Blane	Name:	Mackenzie Thurston	Title:	Guidance Counselor
Title:	Principal	Title:	Guidance Counselor	Contact Information:	802-875-6834
Contact Information:	802-875-6833	Contact Information:	802-875-6834		
GREEN MOUNTAIN UNION HIGH SCHOOL					
<i>Designee #1:</i>			<i>Designee #2:</i>		
Name:	John Broadley	Name:	Kate Leathe	Title:	Assistant Principal
Title:	Principal	Title:	Assistant Principal	Contact Information:	802-875-2146
Contact Information:	802-875-2146	Contact Information:	802-875-2146		
LUDLOW ELEMENTARY SCHOOL					
<i>Designee #1:</i>			<i>Designee #2:</i>		
Name:	Debra Fishwick	Name:	Lisa Marks	Title:	3rd Grade Teacher
Title:	Principal	Title:	3rd Grade Teacher	Contact Information:	802-875-5151
Contact Information:	802-875-5158/5151	Contact Information:	802-875-5151		
MOUNT HOLLY SCHOOL					
<i>Designee #1:</i>			<i>Designee #2:</i>		
Name:	Craig Hutt Vater	Name:	Jo Bania	Title:	School to Home Liaison
Title:	Principal	Title:	School to Home Liaison	Contact Information:	802-236-9416
Contact Information:	802-259-3477	Contact Information:	802-236-9416		

District/Board:	Replaces Policy	Review Only	First Read	Date Warned	Date Adopted
Two Rivers Supervisory Union			12/07/2023	12/22/2023	01/04/2024
Green Mountain Unified School District			12/21/2023	01/08/2024	01/18/2024
Ludlow-Mount Holly Unified Union School District			12/13/2023	12/29/2023	01/10/2024