

Wachusett Regional School District



Retaliation

No one may retaliate against you for filing a complaint.

No one may retaliate against any student, employee, or any other person because they provided information or helped in the investigation.

If any person feels that he/she has been subjected to retaliation, he/she should file a complaint with the principal/superintendent.

Superintendent, Principal, and School Listing

Melissa Wallace
Dawson Elementary School
155 Salisbury Street
Holden, MA 01520
(508) 829-6828

Patricia Ottaviano
Early Childhood Center
1745 Main Street
Jefferson, MA 01522
(508) 829-4766

Elizabeth Garden
Mayo Elementary School
351 Bullard Street
Holden, MA 01520
(508) 829-3203

Jay Norton
Davis Hill School
80 Jamieson Road
Holden, MA 01520
(508) 829-1754

C. Erik Githmark
Mountview Middle School
270 Shrewsbury Street
Holden, MA 01520
(508) 829-5577

William Beando
Wachusett Regional High School
1401 Main Street
Holden, MA 01520
(508) 829-6771

Shawn Rickan
Paxton Center School
West Street
Paxton, MA 01612
(508) 798-8576

Tammy Boyle
Thomas Prince School
170 Sterling Road
Princeton, MA 01541
(978) 464-2110

Anthony Cipro
Houghton Elementary School
32 Boutelle Road
Sterling, MA 01564
(978) 422-2333

Christopher LaBreck
Chocksett Middle School
40 Boutelle Road
Sterling, MA 01564
(978) 422-6552

David Cornacchioli
Central Tree Middle School
281 Main Street
Rutland, MA 01543
(508) 886-0073

Karen Cappucci
Glenwood Elementary School
65 Glenwood Road
Rutland, MA 01543
(508) 886-0399

Dixie Estes
Naquag Elementary School
285 Main Street
Rutland, MA 01543
(508) 886-2901

Darryll McCall, Ed.D.
Superintendent of Schools
Jefferson School
1745 Main Street
Jefferson, MA 01522
(508) 829-1670

As of 7/1/18

Wachusett Regional School District



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Pupil Sexual Harassment Complaint Procedure

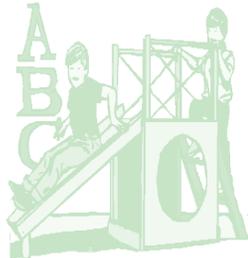


Wachusett Regional School District

Taken from: Policy P6434
Policy Relating to Pupil Services
Sexual Harassment
Adopted August 29, 2000

Complaint Procedure

1. Speak or send a note to any employee of the school district whom you trust. (i.e. nurse, psychologist/counselor, teacher, principal, assistant principal, superintendent, etc.) You can also speak with your parents who can then notify the superintendent, principal, or assistant principal.
2. Within two school days of receipt of the verbal complaint, the employee will notify the principal/superintendent, and your parent/guardian will be notified of the pending complaint.
3. If you have not or do not want to put the complaint in writing, the employee will do so. This should be done no later than two school days after you have talked, or given the note, to the employee. The complaint has to be put in writing to make sure that the employee fully and correctly understands the issue. A copy of the complaint, in writing, will be reviewed with you and your parent/guardian to ensure accuracy, before it is shared with the subject of the complaint.
4. The employee will refer the written complaint to the principal/superintendent. The principal/superintendent or his/her designee may speak with you to get more information. The principal/superintendent or his/her designee will speak to the person who is alleged to have sexually harassed you (called the “respondent”) to obtain information as well.



Informal Procedure

If the principal/superintendent feels that the complaint can be resolved without a formal investigation, he/she may use the informal procedure. This informal procedure attempts to resolve the situation. Examples are:

- The principal/superintendent or his/her designee may have a conversation between you and the respondent where you can tell the respondent that the behavior bothers you and must stop.
- The principal/superintendent or his/her designee may have you write a letter to the respondent saying that the behavior bothers you and must stop.
- The principal/superintendent or his/her designee may have separate conversations with you and the respondent.

Examples of possible resolutions:

- Verbal statements of apology
- Letters of apology
- Assurances that the offensive behavior will end
- Disciplinary action

This informal procedure will be completed within five school days from the date the principal/superintendent receives the complaint. The principal/superintendent or his/her designee will notify you, your parent/guardian, and the respondent of the results of the informal procedure.

If all parties involved in this informal procedure feel that a resolution has been achieved, this discussion will remain confidential and no further action will be taken. If any of the parties feel that resolution has not been achieved, the formal procedure will be used.

The Wachusett Regional School District Committee is committed to providing an educational environment free of sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

Formal Procedure

The formal procedure is used when any one of the following occurs:

- You, your parent/guardian, or the respondent ask that the formal procedure be used.
- The principal/superintendent or his/her designee decides that the formal procedure be used.
- You, your parent/guardian, or the respondent feels that the informal procedure was not helpful or adequate and one of the parties requests, within five school days that the formal procedure be used.

The formal procedure will be completed within twenty school days of the complaint being filed with the principal/superintendent, or if the informal procedure was used, within twenty school days of the request to start the formal procedure.

The principal/superintendent or his/her designee shall investigate the complaint and complete a written report, including:

- All facts and circumstances of the incident;
- A summary of the investigation; and
- A description of any actions already taken and/or proposed by the principal/superintendent.



Copies of the written report, including the findings, will be forwarded to each of the parties involved within five school days of completion of the investigation. All documentation of sexual harassment will be kept on file at the office of the superintendent.

Discipline may include the following:

- Apology from the respondent to the complainant
- Suggest respondent go to counseling
- Require the respondent to go to training
- Refer the matter for review by state or local law enforcement authorities
- Any combination of the above

Either party may appeal the decision of the principal in writing to the superintendent, within fifteen school days of receipt of the findings of the formal procedure. The decision will be reviewed to ensure adequacy of the investigation and conclusions.

Parties will be given the opportunity to submit additional information. The superintendent or his designee will make a decision and provide it in writing to both parties within thirty days.

The decision of the superintendent shall be final.