

EUT POLICY ON HARASSMENT/DISCRIMINATION

Student Complaint Process

- A. Students may report allegations of harassment or discrimination on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability to the building administrator or to any teacher or other adult employed by the EUT.
- B. All EUT employees are expected to report possible incidents of harassment or discrimination of students to the building administrator. Parents and other adults are also encouraged to make such reports.
- C. All student allegations of harassment or discrimination shall be reported to the building administrator of the building in which the student attends school. The building administrator will make a record of each complaint.
- D. The building administrator will assess the allegation, including the severity of the allegation, and will determine the appropriate response. The response may include one of the following options:
 - 1. Based on a preliminary assessment of the allegation, the building administrator may permit the student's teacher(s) to address (or if already addressed, to resolve) the allegation in accordance with applicable policies and/or school rules;
 - 2. If it appears that the allegation may involve illegal harassment or discrimination, the building principal or approved designee shall perform an initial investigation of the allegation and may attempt an informal resolution of the matter if appropriate in the circumstances and approved by the Director;
 - 3. A formal investigation will be performed if warranted and appropriate action taken in consultation with the Director. The building administrator shall inform the Director and Affirmative Action Officer of any allegation resulting in an investigation.
- E. Privacy rights of all parties related to an allegation and subsequent investigation shall be maintained in accordance with applicable state and federal laws.
- F. If there is a substantiated charge of sexual harassment by another student, the offending student shall be subject to disciplinary action.
- G. If there is a substantiated charge of sexual harassment by an employee, the offending employee shall be subject to disciplinary action consistent with Maine State Employee Policies.
- H. If the building administrator (or designee) conducts a formal investigation, the building administrator (or designee) shall document the investigation. Such documentation will include:
 - 1. A summary of the allegations;
 - 2. A description of the investigation; and
 - 3. A summary of the findings and conclusions of the investigation.
- I. Students/parents are encouraged to utilize this complaint procedure. However, students and parents are hereby notified that they also have the right to report complaints to the Maine Human Rights

Commission, State House Station 51, Augusta, ME 04333 (telephone: 207-624-6050)and/or to the federal Office for Civil Rights, Regional Director, U.S. Department of Education, S.W. McCormack POCH Room 222, Boston, MA 02109-4557 (telephone: 617-223-9662).

Approved by the Director: March 2022