

SEXUAL HARASSMENT – STUDENT COMPLAINT PROCESS

In the event that a student wishes to submit a complaint of sexual harassment by an employee or another student of either gender, he/she may use the following internal grievance procedure, may report the grievance to the Maine Human Rights commission, State House Station 51, Augusta ME 04333 / 207-624-6050) or pursue a Title IX civil action.

- A. The Superintendent or his/her designee shall appoint a complaint manager of each gender in every school. Thus, students shall have access to a complaint manager of the same sex during the school day and at other times as arranged by appointment. Students may also report an allegation of sexual harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation.
- B. Confidentiality, both of the complainant and of the accused, will be respected consistent with the School Department's legal obligations to investigate allegations and to discipline perpetrators when misconduct has occurred.
- C. Within 24 hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent(s) / guardian(s) and the principal, who shall inform the superintendent. The parent(s) / guardian(s) shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) school days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate.
- D. The complaint manager shall impress upon all persons present the confidential nature of the complaint process.
- E. Following the interview, the student will be asked to sign a written statement describing the alleged sexual harassment. Copies will be given to the student, the principal, the Superintendent, and one copy will be kept in the complaint manager's file.
- F. The complaint manager will keep the complainant and his/her parent(s) / guardian(s) informed about the progress of the investigation.
- G. If the complaint manager finds a substantiated charge of sexual harassment by another student, the offending student shall be subject to disciplinary action.
- H. If a substantiated charge of sexual harassment by an employee is found, the results of the investigation will be sent to the Superintendent for consideration of appropriate disciplinary action.
- I. The complaint manager shall fully document the investigation of every complaint of sexual harassment even if inconclusive. Such documentation will include a summary of the allegations, a description of the investigation and any recommendations made by the complaint manager.

No reprisals or retaliation by students or employees resulting from the good-faith reporting of charges of sexual harassment will be tolerated.

If a student is not satisfied with the results of the investigation as performed according to this procedure, appeal may be made to the Superintendent.

Approved: February 19, 1997