

HARASSMENT POLICIES

STUDENT HARASSMENT POLICY

The Brunswick School Department recognizes the right of each student to learn in an atmosphere that is free from all forms of improper discrimination, including sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, or other physical or verbal conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational benefits; or
2. submission to or rejection of such conduct by an individual is used as the basis for decisions on educational benefits; or
3. such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

Acts of this nature are not only a violation of this policy but also may constitute illegal discrimination under state and federal law.

Any Brunswick student having a complaint of sexual harassment is advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if the student is uncomfortable with confronting the harasser, the student is encouraged to speak confidentially with a faculty member. If the harassment cannot be resolved, the faculty member should advise the student of the options which are available under the Affirmative Action Policy of the Brunswick School Board including, but not necessarily limited to the following: review by the Affirmative Action Review Board, the Superintendent of Schools and the Brunswick School Board, the Maine Human Rights Commission, and/or the United States Office of Civil Rights.

No student shall be subjected to any discipline or adverse treatment because the student made a complaint of sexual harassment. All appropriate confidences shall be maintained.

EMPLOYEE HARASSMENT POLICY

The Brunswick School Department recognizes the right of each employee to work in an atmosphere that is free from all forms of improper discrimination, including sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, or other physical or verbal conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's professional performance or creating an intimidating, hostile, or offensive employment environment.

Acts of this nature are not only a violation of this policy but also may constitute illegal discrimination under state and federal law.

Any Brunswick School Department employee having a complaint of sexual harassment is advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate.

The employee is also urged to notify his/her immediate supervisor at once. If the harassment cannot be resolved, the employee should be notified of the options which are available under the Affirmative Action Policy of the Brunswick School Board including, but not necessarily limited to the following: review by the Affirmative Action Review Board, the Superintendent of Schools and the Brunswick School Board, the Maine Human Rights Commission, and/or the United States Office of Civil Rights.

No employee shall be subjected to any discipline or adverse treatment because the employee made a complaint of sexual harassment. All appropriate confidences shall be maintained.

GRIEVANCE PROCEDURE

Brunswick School Department Grievance Procedure – Title IX (Affirmative Action), Section 504 of the Vocational Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990.

1. If a person feels that he or she may have a grievance, he or she may first discuss the matter with the principal or other appropriate administrators in an effort to resolve the problem informally.
2. If the aggrieved party is not satisfied with the outcome of any informal procedures that may have been followed, the complaint shall be made in writing to one of the Coordinators who shall examine the complaint and meet with the aggrieved person in an attempt to resolve said complaint.
3. If the aggrieved person is not satisfied with the resolution suggested by the Coordinator, he or she will notify the Review Board in writing and a hearing will be scheduled within ten (10) days. At this hearing, the aggrieved may be accompanied by someone to represent him or her. A decision and recommendation will be rendered within seven (7) days. The appropriate Coordinator will see that these recommendations are carried out.
4. If the aggrieved party is not satisfied with the resolution by the Review Board, the complaint may be forwarded to the Superintendent of Schools who shall submit the complaint to the School Board for its review at the next regularly scheduled meeting.
5. If further appeal of employment related complaints is desired, the Human Rights commission's legal procedures may be used. The address is:

Maine Human Rights Commission
State House Station 51, Augusta, Maine 04333-0051
Tel. 207-624-6050
6. A copy of the complaint and the resolution suggested by the Coordinator shall be provided to the Superintendent of Schools while the grievance is being processed.

Affirmative Action coordinator: James Oikle 319-1900

504 and Americans with Disabilities Act Coordinator: Barbara Gunn 319-1900

Adopted: 2002