



BELLOWS FREE ACADEMY/NCTC
FAIRFIELD CENTER SCHOOL
ST. ALBANS CITY SCHOOL
ST. ALBANS TOWN EDUCATIONAL CENTER



PROCEDURE: EMPLOYEE / NON-EMPLOYEE HARASSMENT

CODE: B05P

1 **Procedure**

2 **Duty to Investigate:** In the event the District receives a complaint of unlawful harassment
3 of a person, or otherwise has reason to believe that unlawful harassment is occurring, it will
4 take all necessary steps to ensure that the matter is promptly investigated and addressed.
5 The District is committed to take action if it learns of potential unlawful harassment, even if
6 the aggrieved person does not wish to file a formal complaint.

7 **Designated Persons:** Every person is expected to report any complaint of or suspected acts
8 of unlawful harassment. Unlawful harassment should be reported to the Non-
9 Discrimination Coordinators or to the Principal at the following address and telephone
10 number:

11 BFA/NCTC
12 Non-Discrimination Coordinator: Johnathan Bratko
13 BFA Principal: Polly Rico
14 NCTC Director: Leeann Wright
15 71 South Main Street, St. Albans, VT 05478
16 802-527-6555

17 St. Albans City School
18 Non-Discrimination Coordinator: Amanda Smullen
19 Principal: Stephanie Gagnon
20 29 Bellows Street, St. Albans, VT 05478
21 802-527-0565

22 St. Albans Town Educational Center
23 Non-Discrimination Coordinator: Jason Therrien
24 Principal: Angela Stebbins
25 169 South Main Street, St. Albans, VT 05478
26 802-527-7191

27 Fairfield Center School
28 Non-Discrimination Coordinator: Kelly Sargent
29 Principal: Kelsey Malboeuf
30 57 Park Street, Fairfield, VT 05455
31 802-827-6639

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34 Maple Run Unified School District
35 Non-Discrimination Coordinator: Rebecca Greenough
36 Superintendent: Bill Kimball
37 28 Catherine Street, St. Albans, VT 05478
38 802-524-2600

39 **Investigation:** Allegations of unlawful harassment will be promptly investigated by a Non-
40 Discrimination Coordinator or his/her designee. At the outset of the investigation, the
41 complainant shall be provided with a copy of this policy. If the allegations are found to
42 have been substantiated by the investigator, the District will take appropriate disciplinary
43 and/or corrective action. The Non-Discrimination Coordinator or his/her designee will
44 inform the complainant(s) and the accused(s) whether the allegations were substantiated.
45 The accused(s) and the complainant(s) shall be warned against any retaliation. If, after
46 investigation, the allegation is found not to have been substantiated, the complainant(s)
47 shall be informed of the right to contact any of the state or federal agencies identified in
48 this procedure.

49 **Filing a Complaint:** Persons are encouraged to report the alleged unlawful harassment as
50 soon as possible to the Non-Discrimination Coordinators or the Principal. The complainant
51 will be asked to provide copies of any relevant documents or notes of events and the
52 names of people who witnessed or were told of the unlawful harassment and will be asked
53 to provide a written description of the unlawful harassment.

54 **Alternative Complaint Processes:** Persons may file complaints with both the District and
55 with state and federal agencies. If persons are dissatisfied with the results of an
56 investigation, they may file a complaint with state and federal agencies. The agencies are:

57 Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT
58 05602, tel: (802) 828-3171. Complaints should be filed within 300 days of any
59 unlawful harassment.

60 Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114,
61 tel: (617)565-3200 (voice), (617)565-3204 (TDD). Complaints should be filed within
62 300 days of any unlawful harassment.

63 **Confidentiality:** The confidentiality of the complainant, the accused individual, and the
64 witnesses shall be maintained consistent with the District's obligations to investigate, to
65 take appropriate action, and to comply with laws governing the disclosure of personnel
66 records or other applicable discovery or disclosure obligations.