

# LACONIA SCHOOL DISTRICT



## ANTI-DISCRIMINATION PLAN

LACONIA SCHOOL DISTRICT

39 HARVARD STREET

LACONIA NH 03246

2021

SERVING ELM STREET SCHOOL, PLEASANT STREET SCHOOL, WOODLAND HEIGHTS  
SCHOOL, LACONIA MIDDLE SCHOOL, LACONA HIGH SCHOOL, AND HUOT CAREER  
AND TECHNICAL CENTER

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## INTRODUCTION

The Laconia School District is committed to ensuring that all students, staff, and families feel safe and included in our school system. We value cultural differences and promote understanding of those differences as assets to our diverse community. Ensuring our students have an equitable future is dependent on our ability to promote this as educators.

To support the Laconia School District in our anti-discrimination efforts, this plan was developed in 2020 by key stakeholders across the district, including the Diversity and Inclusion Task Force, the District's Human Rights [Non-Discrimination] Officer, the Title IX Coordinator, and the 504 Coordinators. This plan includes notifications of rights and responsibilities of the school district to ensure no student, staff, or family member is excluded from, denied the benefits of, or subjected to discrimination within Laconia schools. This plan includes guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination. It includes provisions, and recommendations with respect to resources, policies, complaint procedures, student education programs, and outlines professional development needs to ensure the safety and inclusion of all students.

This plan is intended and available for all school community members and can be found on the Laconia School District and all Laconia schools' websites.

This plan will be reviewed bi-annually and approved by the Laconia School Board. Any revisions to this plan will be made and an updated version disseminated as stated above.

## PROHIBITION AGAINST DISCRIMINATION POLICIES

### PROHIBITION AGAINST DISCRIMINATION OF STUDENTS IN EDUCATIONAL PROGRAMS AND ACTIVITIES

It is the duty and responsibility of the Laconia School District to ensure that no student, staff, or family, is discriminated against in their educational programs and activities on the basis of race, color, national origin, age, gender, handicap, or disability in compliance with the provisions of the Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the education Amendments of 1972, and the Americans with Disabilities Act (ADA) of 1990 (US Department of Education, Office for Civil Rights). Laconia's equal rights policies reflect this responsibility.

Laconia Policy AC (A): Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion, or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status. Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK Pupil Safety and Violence Prevention.

## EQUAL OPPORTUNITY OF EMPLOYMENT AND PROHIBITION AGAINST DISCRIMINATION IN EMPLOYMENT

Policy AC (B): The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s). Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

## PARENT/GUARDIAN RIGHTS

### PROCEDURAL SAFEGUARDS: NONDISCRIMINATION ON THE BASIS OF DISABILITY

The Laconia School District provides the following Notice of Procedural Safeguards to parents/guardians, and handicapped persons, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22(4)(f), and 104.36 of the Regulations implementing Section 504 of the Rehabilitation Act of 1973. The Laconia School District does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities. The Laconia School District provides a grievance procedure with appropriate due process rights. The Assistant Superintendent of Schools is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of the handicapped students or any handicapped person may use the grievance procedure established by the Laconia School Board.

Grievance Procedure: As the parent/guardian of a handicapped student or as a handicapped person, you have the right to notify the above designated employee with your complaint.

The designated employee will make an initial response to the complainant within ten (10) working days of receipt of complaint. The parties will attempt to work out their differences promptly and equitably informally. A written record of the resolution of the complaint should be made within (10) working days of completion.

If that effort fails, you may (a) notify the Superintendent of Schools of the complaint. The request shall be delivered to the above-cited the complaint. You may be represented by anyone of your choosing, may present information through documents and other evidence and witnesses, and may examine witnesses presented by the school district. If this effort fails, you may (b) request that the Laconia School Board places this matter on its agenda and grievant has the same procedural rights as stated previously.

Within ten (10) working days of either of the above options, a written record should be made of the decision.

Procedural Safeguards: As required by Section 104.36, as the parent/guardian of a student, who because of handicap needs or is believed to need special instruction and related services, you have the right, with respect to any action regarding identification, evaluation, and placement to:

1. Notice of referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.
3. At an impartial hearing, at any time, with respect to any action regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services, an opportunity for participation by you and representation of counsel as provided under the Individuals with Disabilities Education Act.
4. A review process.

## ACCESS TO RECORDS

In order to provide each student with appropriate instructional and educational services, it is necessary for the school system to maintain accurate and sometimes personal information about the student and his/her family. In recognition of this confidential nature of student records, no person, agency, or firm seeking information, except those defined within the exceptions of the Family Educational Rights and Privacy Act of 1974, and other applicable statutes governing student records is entitled access to student records without prior written consent. This consent will come from the individual student if he/she is now eighteen (18) years of age or older, or from the parent(s) or guardian(s) if the student is under eighteen (18) years of age.

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## SPECIAL EDUCATION RECORDS

The parent or legal guardian of a student will have access to special education records upon written request to the office of the principal, which maintains student records within each school.

The parent or legal guardian will, upon written request to the office of the principal, have the opportunity to receive an interpretation of the records, have the right to question the data, and if a difference of opinion is noted, will be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

School personnel having access to student data are defined as "any person or persons under contract to the school and directly involved in working toward either the affective or cognitive goals of the school".

A sign-in log will be maintained for each student record. The sign-in log process will be developed in such a way that each person signing in will not see the names of the other people who have reviewed the record in question.

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## RIGHTS OF NONCUSTODIAL PARENTS

Unless precluded by a legally binding document (evidence to be provided by the custodial parent), a noncustodial parent will have access to a student's records. In the case of joint custody, each parent will be granted access.

## MAINTENANCE OF STUDENT RECORDS

In order to provide each student with appropriate instructional and educational services, it is necessary for the school system to maintain accurate and sometimes personal information about the student and his/her family. In recognition of this confidential nature of student records, no person, agency, or firm seeking information, except those defined within the exceptions of the Family Educational Rights and Privacy Act of 1974, and other applicable statutes governing student records is entitled access to student records without prior written consent. This consent will come from the individual student if he/she is now eighteen (18) years of age or older, or from the parent(s) or guardian(s) if the student is under eighteen (18) years of age.

The superintendent will develop appropriate rules to provide for proper administration of student records in keeping with state and federal requirements and to standardize procedures for the collection of necessary information about individual students throughout the system.

A student's cumulative record follows a student through the school years and remains the record of education experience after the student leaves school. Care should be taken to keep the cumulative record accurate, neat, clean, up-to-date, and safe. Each year under the principal's direction, the teacher or counselor should purge the record of all out-of-date and unnecessary material.

Records for students identified as "Special Education" will be maintained in accordance with all appropriate federal and state regulations. Access to these records will be restricted to personnel having specific responsibility in this area. A list of all approved personnel having access to these restricted files will be updated as needed and a current/dated list is to be posted in the student records location.

## PROHIBITION OF DISCRIMINATION, HARASSMENT AND VIOLENCE

All pupils have the right to attend school and school-sponsored activities that are safe, secure, and peaceful environments. Pupils should be protected from all forms of physical, emotional, and psychological bullying and cyber-bullying. Bullying in schools has historically included actions shown to be motivated by a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional, or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

It is the intent of the district to protect pupils from physical, emotional and psychological harm by addressing bullying and cyber-bullying of any kind in our district/school, and to prevent the creation of a hostile educational environment. All pupils are protected under Policy *JICK: PUPIL SAFETY AND VIOLENCE PREVENTION POLICY: BULLYING*, regardless of their legal status. While this

policy applies to pupils only, school district employees, regular school volunteers, coaches, and persons who have contact with pupils in connection with school classes, activities and programs have responsibilities for reporting incidents of bullying to school administration. Bullying and cyber-bullying outside of school activities or off school premises is subject to this policy as set forth herein.

## TITLE IX SEXUAL HARRASSMENT

Per Board policy AC, Title IX of the Education Amendments Act of 1972 ("Title IX"), as well as RSA 193:38, among others, the District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the District.

## DISCRIMINATION AND HARRASSMENT DEFINED

Harassment generally includes, but is not limited to, physical contact, violence, or verbal statements relating to an individual's race, color, religion, gender identity, sexual orientation, national origin, age, disability, or status in any group protected by federal, state, or local law when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, or
3. Otherwise adversely affects an individual's employment or academic opportunities.

Discrimination is the unjust or prejudicial treatment of an individual on the basis of their race, color, religion, gender identity, sexual orientation, national origin, age, disability, or status in any group protected by federal, state, or local law. Discrimination may include but is not limited to:

1. Harassing conduct that is physical, verbal, graphic, or written.
2. Injury to persons or property.
3. Conducting threatening injury to person or property.

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## SEXUAL DISCRIMINATION/HARRASSMENT

Sexual harassment is prohibited under Title IX of the Education Amendments of 1972 and Laconia School Board Policy ACAC and is conduct *on the basis of sex* (including, without limitation, gender, sexual orientation, and/or gender identity), occurring in a school system education program or activity that satisfies one or more of the following:

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation or refusal to participate in sexual conduct irrespective of whether the conduct is welcomed by the student or other employee.
2. Unwelcome sex-based/related conduct determined by a reasonable person to be so severe, pervasive, AND objectively offensive that it effectively denies a person equal access to the education program or activity (this standard requires consideration of all

- the facts and circumstances, including, but not limited to, the ages and disability statuses of the harasser and victim and the number of individuals involved and their authority, OR
3. Sexual assault, dating violence, domestic violence, or stalking as defined in state or federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks or jokes,
2. Verbal harassment or abuse,
3. Displaying or distributing sexually suggestive pictures, in whatever form (e.g., drawings, photographs, videos, irrespective of format),
4. Sexually suggestive gesturing, including touching oneself in a sexually suggestive manner in front of others,
5. Harassing or sexually suggestive or offensive messages that are written or electronic,
6. Subtle or direct propositions for sexual favors or activities,
7. Touching of a sexual nature or groping; and
8. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

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## RACIAL DISCRIMINATION/HARRASSMENT

Racial discrimination and/or harassment in public schools violates Title VI of the Civil Rights Act of 1964 and Laconia School Board Policy ACAC. Racial discrimination is present if an individual is treated differently on the basis of race, color, or national origin in the context of an educational program or activity without legitimate nondiscriminatory reason so as to interfere with or limit the ability of the individual to participate in or benefit from the services, activities, or privileges provided. Racial harassment occurs when the discriminatory behavior is so frequent or severe that it creates a hostile or offensive school/work environment or when it results in an adverse student or employment decision (such as the victim being fired or demoted).

Racial discrimination/harassment may include, but is not limited to, the following:

1. Treating an individual unfavorably because of their skin color complexion.
2. Treating an individual unfavorably because the person is married to or associated with a person of a certain race or color.
3. Harassing conduct that is physical, verbal, graphic, or written, including the use of racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially offensive symbols.
4. Injury to persons or property; or
5. Conduct threatening injury to a person or property.

Racial discrimination can occur when the victim and the person who inflicted the discrimination are the same race or color.



## COMPLAINT AND REPORTING PROCEDURES

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of Policy AC by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of Policy AC has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator, and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed in Appendix B and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

1. Reports or complaints of sexual harassment or sexual violence by employees or third-party contractors should be made under Board policy GBAA.
2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy JBAA.
3. Reports or complaints of discrimination on the basis of disability should be made under Board policy ACE, except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy KED; and
4. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK.

## ALTERNATIVE COMPLAINT PROCEDURES AND LEGAL REMEDIES

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights ("OCR"), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289- 0150; Email: OCR.Boston@ed.gov Note: Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180-day time limit based on OCR policies and procedures.

2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: [humanrights@hrc.nh.gov](mailto:humanrights@hrc.nh.gov)

Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

## INVESTIGATION PROCEDURES

Upon receipt of a formal complaint alleging discrimination and/or harassment, either verbal or written, the Superintendent shall immediately undertake or authorize an investigation. The investigation may be conducted by the Building Principal, District's Human Rights Officer, Title IX Coordinator, 504 Coordinator, or by a third party designated by the Superintendent or designee.

There shall be the right for either party to request the Superintendent to reconsider decisions. The complaining party may, at any time, pursue the matter through other state agencies or through the United States Department of Education, Office of Civil Rights.

## INFORMAL RESOLUTION

Because of the personal and often embarrassing disclosures concomitant to making or responding to accusations of discrimination/harassment, the district strongly encourages complainants to attempt to resolve their complaint informally (in lieu of or before commencing formal proceedings).

Informal resolutions may be attempted by taking the opportunity to utilize facilitated mediation with a neutral party (e.g., HR Department Representative). This step is not mandatory and would require the consent of both complainant and respondent.

## DISCIPLINARY ACTIONS

Upon receipt of an investigation report which indicates that the complaint is valid, the Superintendent shall determine the appropriate disciplinary action if the individual(s) against whom the complaint is filed is an employee. Disciplinary action shall be appropriate to the severity of the discrimination/harassment and may include warning, referral of an employee to the Employee Assistance Program, suspension, or termination.

If a substantiated complaint is filed against a student, the building Principal or designee shall determine the appropriate disciplinary action. Parents shall be notified consistent with policies dealing with discipline and due process procedures. Disciplinary action shall be appropriate to the severity of the discrimination/harassment and may include warning, suspension, or recommendation to the Superintendent for potential expulsion.

The results of the investigation and the disciplinary action taken will be reported in writing to the complainant by the Principal or designee within ten working days following the receipt of the investigation report, which validated the complaint.

In all instances involving certified staff members, a substantiated complaint will result in the Superintendent immediately notifying the NH Department of Education's Office of Credentialing.

## RETALIATION PROHIBITED

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to Laconia policies. Actions taken in response to materially false statements made in bad faith, or to submitting materially false information in bad faith, as part of a report or during the Title IX Grievance Process do not constitute retaliation.

## PREVENTION

It is critical that students, staff, and families understand what constitutes discrimination and harassment and their right to report unwelcome or unfavorable behavior. Administration within the Laconia School District, in conjunction with the Diversity and Inclusion Task Force, work to educate their school communities regarding equal rights policies annually, and are watchful for behavior(s) which fit the description of discrimination or harassment. Employees who witness such behavior as a third party have a responsibility to report it.

## DIVERSITY AND INCLUSION TASK FORCE

The Laconia School District's Diversity and Inclusion Task Force, facilitated by the Office of School Wellness Director, was created in February 2020, and is comprised of the Superintendent's Office, School Board, building administrators, teachers, and other specialized school staff personnel. This stakeholder oversight committee has representation from all Laconia schools and buildings and meets no less than monthly. The work of the Task Force is preventative, proactive, and informative.

Task Force Vision: Ensuring a safe, respectful, and inclusive culture that empowers our school community through education, awareness, and communication that promotes acceptance of every individual.

Task Force Mission: To serve as the oversight committee for:

- a. Development and implementation of a coordinated plan to prevent, assess the presence of, intervene in, and respond to critical incidents of discrimination on the basis of all equal rights protected under federal and state laws.
- b. Development of policy(s) that informs our in the area of safety and inclusion.
- c. Development of protocol, practice, and procedures for prevention, assessment, intervention, and response to purported cases of discrimination.
- d. Building and student plans, cases of purported discrimination, professional development implementation, and integration into K-12 curriculum.
- e. Supporting athletics' teams and participation practices for the safety and inclusion of all students.
- f. Conducting facilities environmental scan and suggested updates.

Resources and information to support and educate students, staff, and families in

the various areas of diversity and inclusion can be found on the Laconia School District's Office of School Wellness [here](#).

## FALSE CLAIMS OF DISCRIMINATION/HARASSMENT

The school district recognizes that not every advance or communication based on race, color, religion, gender identity, sexual orientation, national origin, disability, age, or status in any group protected by federal or state law constitutes discrimination or harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory/harassing employment or classroom learning effect requires a determination based on all the facts and surrounding totality or circumstances. False accusations of discrimination and/or harassment can have a serious detrimental effect on innocent parties and may result in disciplinary action.

## EMPLOYEE ASSISTANCE PROGRAM

For individuals employed by the Laconia School District who are involved in a harassment accusation or incident of discrimination/harassment, we provide support from the Employee Assistance Program (EAP) through School Care. The intent of this program, in this case, would be to help the employee deal with the psychological effects of being involved in the process. The District's Human Resources Office may assist employees with contacting the EAP for assistance.

More information about the Laconia School District's Employee Assistance Program (EAP) can be found [here](#).

## APPENDICES

### APPENDIX A: RELATED POLICIES

[AC Equal Rights](#)

[ACAC Title IX Sexual Harassment Policy and Grievance Process](#)

[ACAC-P Form to File a Title IX Complaint](#)

[AC-E Non-Discriminations, Equal Opportunity Employment and District Discrimination Plan](#)

[ACE Procedure Safeguards for Non-Discrimination](#)

[JICK Pupil Safety and Violence Prevention Policy](#)

[JRA Student Records](#)

[JRA-P Student Records and Access Procedures](#)

## APPENDIX B: DEFINITIONS

Discrimination: Unlawful discrimination in employment occurs when an employer takes an adverse, harmful, harassing and/or retaliatory employment action against an employee (or potential employee) based on that employee's race, ethnicity, color, creed, sex, pregnancy, age, religion, national origin, marital status, the presence or perception of a disability, veteran's status, military status, genetic information, sexual orientation, gender, or gender identity.

Harassment: Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), the Americans with Disabilities Act of 1990 (ADA), and NH SB 263. Harassment is offensive conduct that may include, but is not limited to, offensive jokes, slurs, epithets, name calling, physical assaults, threats, intimidation, ridicule, mockery, insults, put-downs, offensive objects, offensive pictures, and/or interference with work performance.

Harassment can occur in a variety of circumstances, including but not limited to, the following:

1. Asking unwelcome personal questions or other unwelcome treatment based on a person's age, creed, disability, gender expression, gender identity, genetic information, national origin, marital status, military status, pregnancy, race, ethnicity, color, religion, sex, sexual orientation, gender identity, or veteran's status.
2. Disclosing an individual's sexuality, gender identity, or gender expression against their wishes.
3. The deliberate misuse in a derogatory manner of an individual's preferred name, form of address, or gender-related pronouns (except on legally mandated documentation, if the individual has not officially obtained a name change).
4. Posting offensive pictures or sending offensive electronic or other communications.
5. Unwelcome physical conduct.

Harassment becomes unlawful when:

1. Enduring the offensive conduct becomes a condition of continued employment, or
2. The conduct is severe or pervasive enough to create a hostile, intimidating, or abusive work environment.

Bullying may be a type of harassment seen in the workplace.

Bullying: A behavior that intends to frighten, hurt, or threaten others and cause harm, humiliation, or intimidation. Bullying behavior is often repetitive. It may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. An imbalance of power, either real or perceived, between the aggressor and the victim is often involved.

Hostile Work Environment: A hostile work environment is one that is intimidating, hostile, or offensive. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets, or name-calling, assumptions based on stereotypes, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and inappropriate

interference with work performance. Harassment can occur in a variety of circumstances, including but not limited to the following:

1. The harasser can be the victim's supervisor, a supervisor in another area, a subordinate, an agent of the employer, a co-worker, or a non-employee (such as a fellow, volunteer, or intern).
2. The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.
3. Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Protected Classes: Race, ethnicity, color, creed, sex, pregnancy, age, religion, national origin, marital status, the presence or perception of a disability, veteran's status, military status, genetic information, sexual orientation, or gender identity.

Sexual Harassment: Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. Although the law does not prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or a customer.

APPENDIX C: HUMAN RIGHTS AND TITLE IX OFFICERS, AND 504 REPRESENTATIVES

District Officers:

District Human Rights Officer  
Steve Tucker  
39 Harvard Street  
Laconia, NH 03246  
603-524-57140  
[stucker@laconiaschools.org](mailto:stucker@laconiaschools.org)

Title IX District Coordinator  
Amy Hinds  
39 Harvard Street  
Laconia, NH 03246  
603-524-57140  
[ahinds@laconiaschools.org](mailto:ahinds@laconiaschools.org)

Title IX Building Officers:

**Elm Street School:**

Brian Bolduc  
[bbolduc@laconiaschools.org](mailto:bbolduc@laconiaschools.org)

Kelly Dow  
[kdow@laconiaschools.org](mailto:kdow@laconiaschools.org)

**Pleasant Street School:**

Jeff Greeley  
[jgreeley@laconiaschools.org](mailto:jgreeley@laconiaschools.org)

Marie Liimatainen  
[mliimatainen@laconiaschools.org](mailto:mliimatainen@laconiaschools.org)

**Woodland Heights School:**

Chris Beyer  
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Jessie Farquharson  
[jfarquharson@laconiaschools.org](mailto:jfarquharson@laconiaschools.org)

**Laconia Middle School:**

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**Laconia High School:**

Phillip Reed  
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**Huot Career and Technical Center:**

Paul Robdau  
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APPENDIX D: TITLE IX COMPLAINT FORMS

TITLE IX HARASSMENT INVESTIGATION  
Reporting Form (A)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Are you a student \_\_\_\_; staff member \_\_\_\_; other \_\_\_\_\_ (specify)

Do you understand Confidentiality and the Reprisal Statement? Yes \_\_\_\_\_ No \_\_\_\_\_

Was the investigator's role explained to you? \_\_\_\_\_ Yes \_\_\_\_\_ No

Alleged Harasser's Name: \_\_\_\_\_

How do you know the harasser?

\_\_\_\_\_  
\_\_\_\_\_

Date(s) harassment occurred:

\_\_\_\_\_

Time(s) harassment occurred:

\_\_\_\_\_

Detailed Description of Harassment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there any witnesses? If so, who?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has harassment happened before? \_\_\_\_\_

When: \_\_\_\_\_

How did it make you feel?

\_\_\_\_\_  
\_\_\_\_\_

What was your response to the harasser?

\_\_\_\_\_  
\_\_\_\_\_

Did you tell anyone about it? Who? When? Where? What did you say?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was the other person's response?

\_\_\_\_\_  
\_\_\_\_\_

How would you like to see the harassment resolved?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Signature of person completing this form

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Investigator

\_\_\_\_\_

Date



**RESOLUTION OF COMPLAINT  
Investigation Summary Form (C)**

Summary of complaint and investigation steps:

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Conclusion of findings:

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Remedial Measures Recommended:

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Disciplinary Action Recommended:

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Action Taken By Administration:

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Investigator

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Date

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Administrator

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Date

**FORWARD FULL REPORT TO TITLE IX COORDINATOR**

## APPENDIX E: STATE AND FEDERAL AGENCIES AND RESOURCES

1. U.S. Department of Education Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg.  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-1100  
<https://www2.ed.gov/about/offices/list/ocr/index.html>  
[OCR@ed.gov](mailto:OCR@ed.gov)
2. U.S. Department of Health and Human Services Office for Civil Rights Headquarters  
200 Independence Avenue, S.W.  
Washington, D.C. 20201  
(800) 368-1019  
<https://www.hhs.gov/ocr/index.html>
3. U.S. Equal Employment Opportunity Commission  
131 M Street, NE  
Washington, D.C. 20507  
(202) 663-4900  
[Harassment | U.S. Equal Employment Opportunity Commission \(eeoc.gov\)](https://www.eeoc.gov)
4. New Hampshire Commission for Human Rights  
2 Industrial Park Drive, Bldg. One  
Concord, NH 03301  
(603) 271-2767  
[humanrights@nh.gov](mailto:humanrights@nh.gov)
5. NH Department of Justice  
Gordon J. MacDonald, Attorney General  
33 Capitol Street  
Concord, NH 03301  
(603) 271-3658  
[attorneygeneral@doj.nh.gov](mailto:attorneygeneral@doj.nh.gov)
6. N.H Office of the Assistant Secretary for Civil Rights  
U. S. Department of Agriculture  
1400 Independence Avenue SW  
Washington, DC 20250, Mail Stop 0115  
(202) 720-3808
7. Commissioner's Office, NH Department of Education  
101 Pleasant Street  
Concord, NH 03301  
(603) 271-3144  
[angela.adams@doe.nh.gov](mailto:angela.adams@doe.nh.gov)

8. N.H. Department of Health and Human Services' Office of Health Equity  
129 Pleasant Street  
Concord, NH 03301  
(603) 271-3986  
[https://www.dhhs.nh.gov/omh/  
HealthEquity@dhhs.nh.gov](https://www.dhhs.nh.gov/omh/HealthEquity@dhhs.nh.gov)