Complaints of discrimination, harassment and bullying in school continue to rise across the state and the country. This program, led by Drummond Woodsum attorneys Melissa Hewey and Allen Kropp, is designed to provide Affirmative Action Officers, Title IX Coordinators and other administrators charged with addressing harassment or bullying with the critical information and skills they need to respond effectively to these complaints. In addition to reviewing the requirements imposed on schools under applicable federal and state laws and regulations, we will provide practical hands-on instruction on all aspects of an appropriate response.

This practical workshop is designed to teach and reinforce the skills needed to address the broad range of harassment issues facing schools today. **Workshop topics will include:**

- **Legal requirements:**
  - The role of the School Affirmative Action Officer and of the Title IX Coordinator
  - Title IX and sexual harassment – the state of the law and where it may be headed
  - The school’s obligations when complaints are made, or discrimination or harassment is suspected

- **Investigations:**
  - How to structure and perform an effective investigation
  - How to document the investigation and write a report
  - How to develop and implement “prompt effective remedial measures”

- **How to train school staff**

- **Managing challenging issues such as:** victim requests for confidentiality, FERPA restrictions, concurrent criminal investigations, off-campus harassment, and many others
Affirmative Action and Beyond:

Affirmative Action Officers and Addressing Complaints of Discrimination, Harassment, and Bullying

Please join us for this hands-on program where Drummond Woodsum attorneys Melissa Hewey and Allen Kropp will review the legal obligations of the Affirmative Action administrators and the practical techniques that every administrator involved in addressing issues of harassment, bullying and discrimination should know. Working side-by-side with their colleagues from around the state, participants will have the opportunity to work through real life scenarios, share experiences they have encountered in their schools, and learn strategies to address the issues they are facing. This practical workshop is designed to teach and reinforce the skills needed to address the broad range of harassment issues facing schools today.

Who should attend? This workshop is designed specifically for school employees with specific responsibilities for investigating and addressing discrimination, harassment and bullying, such as Affirmative Action Officers, Title IX Coordinators, Superintendents and Building Administrators.

Program Location(s):
Thursday, September 21, 2017 at: Cross Insurance Center 515 Main Street, Bangor, ME 04401
Thursday, November 9, 2017 at: Drummond Woodsum Conference Center 84 Marginal Way, Suite 600, Portland, ME 04101

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REGISTRATION FORM

Affirmative Action and Beyond
Workshop | 8:30 AM - 2:30 PM | $209 for first registrant, $189 for each additional registrant from the same school unit (breakfast and lunch included) Conference Code #170818/1048-49

Please select session:  ☐  Thu., Sept. 21, 2017 | Cross Insurance Center, Bangor, ME
☐  Thu., Nov. 9, 2017 | Drummond Woodsum Conference Center, Portland, ME

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School Unit ____________________________________________________________
Name (as it should appear on the name badge) __________________________________ ________________
Job Title ____________________________________________________________________________
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Late Registrations
Walk-ins are welcome, space permitting. Please contact us at least 1 business day prior to the event. If we are able to accommodate walk-ins, payment (via check or credit card) is required upon check-in at the event.

Cancellations
Cancellations are subject to a non-refundable $20.00 administrative fee. Substitutions are permitted. To receive a refund, your written cancellation must be received 7 or more business days prior to the event. Anything after that will not be eligible for a refund.

For the complete cancellation/refund policy, please visit us at schoollaw.com/event-cancellation-refund-policy.

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