



Affirmative Action Done Right!

INTENSIVE TRAINING FOR AFFIRMATIVE ACTION OFFICERS/TITLE IX COORDINATORS

This program is being offered in two locations for your convenience:

Wednesday, March 13, 2019

Cross Insurance Arena | Bangor, ME
8:55 AM - 2:30 PM *(breakfast and lunch included)*
Registration from 8:30-8:55 AM. Program starts at 9:00 AM.

Friday, March 15, 2019

Hilton Garden Inn | Freeport, ME
8:55 AM - 2:30 PM *(breakfast and lunch included)*
Registration from 8:30-8:55 AM. Program starts at 9:00 AM.

Presented by Ann Chapman, Michael Buescher, and Allen Kropp

Complaints of discrimination, harassment and bullying are among the most difficult and sensitive matters schools face, and can lead to significant problems if not correctly handled. Drummond Woodsum is offering this intensive one-day training workshop to provide school staff responsible for addressing these matters with the critical knowledge and skills they need to respond effectively and resolve these complaints.

This is not your usual affirmative action overview. This event will be a hands-on training practicum, with participants actually practicing the requirements of their job. We are limiting enrollment to ensure that participants have a hands-on experience!

In this workshop, we will cover the following topics, with skill-building activities for participants:

- Federal and state laws/regulations governing discrimination, harassment and bullying.
- School obligations when complaints are made or discrimination/harassment/bullying is suspected.
- Roles and responsibilities of Affirmative Action/Title IX Coordinators.
- Where we stand with OCR's regulations on Title IX and how to prepare for changes.
- How to structure and perform effective investigations, including planning, preparing interview questions, interviewing witnesses, assessing credibility and making appropriate findings.
- Documentation and writing effective reports.
- "Prompt effective remedial measures" to address discrimination/harassment.
- Managing challenging issues such as: FERPA and confidentiality; criminal investigations; off-campus conduct; media and community concerns; dealing with OCR and the Maine Human Rights Commission.
- Review of needed policies and procedures (current samples will be provided).
- Both employee and student complaints will be addressed.





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Wednesday, March 13, 2019 (Bangor)
&
Friday, March 15, 2019 (Freeport)

Who should attend? This workshop is designed 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. This is an important training opportunity for both new and experienced school staff.

4 Easy Ways to Register

-  **Online** schoollaw.com
-  **Mail** PO Box 7570 DTS
Portland, ME 04112
-  **Fax** 207.772.3627
-  **Phone** Donna Swiderek
1.800.727.1941

Program Locations:

Cross Insurance Center Hilton Garden Inn
515 Main Street, Bangor, ME 5 Park Street, Freeport, ME

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/.

REGISTRATION FORM

Affirmative Action Done Right!

Workshop | 8:55 AM - 2:30 PM (Conference Code #190313/1083)

Please select a session:

- Wednesday, March 13, 2019 | Bangor** \$219 for first registrant, \$199 for each additional registrant
- Friday, March 15, 2019 | Freeport** from the same school unit (materials, breakfast and lunch included)

Attendee Information:

School Unit _____
Name (as it should appear on the name badge) _____
Job Title _____
Billing Address _____

E-Mail Address _____
Telephone _____ Fax _____

Payment may be made by check or credit card. Payment is required prior to the scheduled event.

Payment Options:

- Check enclosed (payable to SchoolLaw.com)
- Send me an invoice:
PO# _____
- Charge my MasterCard Visa AMEX
- Card number _____
- Name as it appears on card _____
- Expiration date _____