

## Laurent Clerc National Deaf Education Center Staff Guidelines for Reporting Harassment and/or Discrimination

### Summary, Clerc Center policy against harassment

The Clerc Center is committed to providing an environment that is free of unlawful harassment. Clerc Center prohibits harassment that is based upon an individual's race, hearing status, disability, religion, color, national origin, age, sex, covered veterans status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. Complaints of harassment are investigated thoroughly, promptly and objectively.

### TEACHERS and STAFF:

- If a **student** comes to you with a complaint of being harassed, or of observing harassment, guide the student to report it to the school administration (if it occurs during school hours), or the student life administration (if the incident occurs outside school hours).
- Any of these incidents or comments about the following should be reported immediately:
  - Racial comments or incidents
  - Harassment/bullying
  - Weapons or comments about weapons
  - Drug or comments about drugs
  - Bombs
  - Any threat or intent to do harm
  - Fights
  - Suicide
  - Any other serious incidents
- If **you** have a complaint of harassment or discrimination by a student, contact the Principal, or the Director of Student Life, whichever is appropriate.
- If **you** have a complaint of harassment or discrimination by an employee, contact the Executive Director.
- The appropriate school or student life administrator (or Executive Director, if the accused is an employee) will investigate the complaint. The administrator will either resolve the situation or will begin a formal investigation. You may be interviewed for more information.
- When the investigation is finished, the administrator will communicate to you the facts of the investigation within the boundaries of confidentiality.

**Confidentiality:** All records and information related to the reporting of any incident of harassment or discrimination are confidential with access only to individuals with a legitimate need to know.