

SEXUAL HARASSMENT EMPLOYEE

It is the District's policy that sexual harassment is illegal, unacceptable and shall not be tolerated. No employee of the District may sexually harass any other person. Any employee will be subject to disciplinary action including possible termination for violation of this policy.

DEFINITION

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature and constitutes sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive employment or educational environment.

RESPONSIBILITY

District administrators are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school District to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

COMPLAINTS

Any employee who believes that he or she has been a subject of sexual harassment should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. If an employee files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

NO RETALIATION

The District will not tolerate any form of adverse treatment of employees because they report harassment, or because they provide information relating to such complaints. Retaliatory conduct by any District employee will be subject to disciplinary action, including possible termination for violation of this policy.

STUDENT

It is the District's policy that sexual harassment of students by other students or other individuals is unacceptable and shall not be tolerated. No student or employee of the school district may sexually harass any other person. Every person will be subject to disciplinary actions, including possible suspension or expulsion, for violation of this policy.

DEFINITION

Sexual harassment is herein defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature and constitutes sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, advancement, participation in activities or programs, academic recognition or grades;
- b. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive employment or educational environment, or effectively bars a student's access to an educational opportunity or benefit.

RESPONSIBILITY

District administrators and employees are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the School District to explain the policy and laws.

School District administrators or employees shall be responsible for immediately reporting observations of student sexual harassment, or complaints of sexual harassment from students, parents or others, to the building principal. Building principals shall investigate the observations or allegations, and shall document the information obtained in the investigation. If the building principal believes that sexual harassment of a student has occurred, or reasonably suspects that such harassment of a student has occurred, he or she shall immediately report his or her findings and conclusions to the superintendent or assistant superintendent of the School District. The superintendent or assistant superintendent shall conduct whatever additional investigation he or she deems necessary, and shall consult with the principal in imposing that level of discipline, which is deemed appropriate and reasonable under the circumstances. Discipline shall be enforced in accordance with the District's disciplinary procedures.

False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

COMPLAINTS

Any student, or any parent or guardian of any student, or other individual, who believes that the student has been subjected to sexual harassment should report the incident immediately to the student's teacher or building principal. If the student, parent or guardian is uncomfortable speaking with the teacher or building principal, incidents may be reported directly to the assistant superintendent. If, for some reason, this chain of reporting is awkward or uncomfortable for the student, specific instances of conduct may be reported directly to the Superintendent. School District employees who learn of the sexual harassment of a student, whether by direct observation or by other means, shall immediately report such incident or information to the building principal. If the building principal is alleged to be involved in the activity, the incident or report should be reported to the assistant superintendent. The building principal and/or assistant superintendent shall thoroughly investigate the incident and any violator of this policy shall be subject to disciplinary action. Confidentiality consistent with due process will be maintained.

RETALIATION

Submission of a complaint or report of harassment will not affect the student's grades, work assignments, activities or honors. The District will not tolerate any form of adverse treatment of students because they report harassment, or because they provide information related to such complaints. Retaliatory conduct by any School District student will be subject to disciplinary action, including possible termination for violation of this policy. Any student or person who believes that they are the subject of retaliation shall report the incident in the manner set forth above.

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