

EMPLOYEE SEXUAL HARASSMENT POLICY

PURPOSE

ALL EMPLOYEES SHOULD ENJOY A WORKING ENVIRONMENT FREE FROM ALL FORMS OF DISCRIMINATION, INCLUDING SEXUAL HARASSMENT. NO EMPLOYEE SHOULD BE SUBJECTED TO UNSOLICITED AND UNWELCOME SEXUAL OVERTURES OR CONDUCT, EITHER VERBAL OR PHYSICAL. SEXUAL HARASSMENT LOWERS MORALE, IS DAMAGING TO THE WORK ENVIRONMENT, AND IS ALSO ILLEGAL.

POLICY

SEXUAL HARASSMENT IS PROHIBITED, AND WILL BE TREATED LIKE ANY OTHER FORM OF EMPLOYEE MISCONDUCT.

DEFINITION

SEXUAL HARASSMENT IS DEFINED AS UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS, AND OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE WHEN;

SUBMISSION TO SUCH CONDUCT IS MADE, EITHER EXPLICITLY OR IMPLICITLY, A TERM OR CONDITION OF AN INDIVIDUAL'S EMPLOYMENT.

SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT DECISIONS, OR

SUCH CONDUCT HAS THE PURPOSE OR EFFECT TO SUBSTANTIALLY INTERFERE WITH AN INDIVIDUAL'S WORK PERFORMANCE OR CREATES AN INTIMIDATING, HOSTILE OR OFFENSIVE WORK ENVIRONMENT.

SEXUAL HARASSMENT CAN TAKE A VARIETY OF FORMS RANGING FROM SUBTLE PRESSURE TO PHYSICAL ASSAULT. ALTHOUGH ALL FACTS AND CIRCUMSTANCES WILL BE CONSIDERED, SOME EXAMPLES OF SEXUAL

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HARASSMENT MAY INCLUDE:

THREATS OF SEXUAL RELATIONS OR SEXUAL CONTACT WHICH IS NOT FREELY OR MUTUALLY AGREEABLE TO BOTH PARTIES.

CONTINUOUS OR REPEATED VERBAL ABUSES OF A SEXUAL NATURE INCLUDING GRAPHIC COMMENTARIES ON THE PERSON'S BODY.

SEXUALLY SUGGESTIVE OBJECTS OR PICTURES PLACED IN THE WORK AREA THAT MAY EMBARRASS OR OFFEND OTHER PERSONS.

SEXUALLY DEGRADING WORDS TO DESCRIBE THE PERSON OR PROPOSITIONS OF A SEXUAL NATURE.

SEXUAL REMARKS, JOKES OR GESTURES THAT MAY EMBARRASS OR OFFEND OTHERS.

THREATS OR INSINUATIONS THAT THE PERSON'S EMPLOYMENT, WAGES, PROMOTION OPPORTUNITIES, SHIFT OR OTHER CONDITIONS OF EMPLOYMENT MAY BE ADVERSELY AFFECTED BY NOT SUBMITTING TO SEXUAL ADVANCES.

PROCEDURE

ANY EMPLOYEE WHO FEELS HE/SHE HAS BEEN A VICTIM OF SEXUAL HARASSMENT SHOULD IMMEDIATELY REPORT THE ALLEGED HARASSMENT TO THE SUPERINTENDENT OF SCHOOLS. EACH COMPLAINT FILED WILL BE CAREFULLY INVESTIGATED AND ALL FINDINGS DOCUMENTED IN WRITING. ALL INFORMATION OBTAINED WILL BE HELD IN STRICTEST CONFIDENCE AND WILL BE DISCUSSED ONLY ON A NEED-TO-KNOW BASIS TO INVESTIGATE THE MATTER.

NO EMPLOYEE WILL BE SUBJECT TO ANY FORM OF RETALIATION OR DISCIPLINE FOR PURSUING A SEXUAL HARASSMENT COMPLAINT, UNLESS SUCH EMPLOYEE FALSIFIES A CHARGE OF SEXUAL HARASSMENT AGAINST ANOTHER EMPLOYEE.

ANY ACTION TAKEN AS A RESULT OF THE INVESTIGATION WILL DEPEND

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UPON THE FACTS OF EACH CASE. SANCTIONS MAY RANGE FROM A WARNING TO TERMINATION.

IF ANY EMPLOYEE HAS ANY QUESTIONS WITH REGARDS TO THIS POLICY HE/SHE SHOULD CONTACT THE SUPERINTENDENT OF SCHOOLS.

STUDENT SEXUAL HARASSMENT POLICY

PURPOSE

ALL STUDENTS SHOULD ENJOY A SCHOOL ENVIRONMENT FREE FROM ALL FORMS OF DISCRIMINATION, INCLUDING SEXUAL HARASSMENT. NO STUDENT SHOULD BE SUBJECTED TO UNSOLICITED AND UNWELCOME SEXUAL OVERTURES OR CONDUCT, EITHER VERBAL OR PHYSICAL FROM ANOTHER STUDENT OR FROM A DISTRICT EMPLOYEE. SEXUAL HARASSMENT LOWERS MORALE, IS DAMAGING TO THE SCHOOL ENVIRONMENT, AND IS ALSO ILLEGAL.

POLICY

SEXUAL HARASSMENT IS PROHIBITED AND WILL BE TREATED LIKE ANY OTHER FORM OF STUDENT MISCONDUCT.

DEFINITION

SEXUAL HARASSMENT MAY BE IN THE FORM OF STUDENT TO STUDENT, STUDENT TO EMPLOYEE, OR EMPLOYEE TO STUDENT MISCONDUCT. SEXUAL HARASSMENT IS DEFINED AS UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS, AND OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE WHEN:

SUBMISSION TO SUCH CONDUCT IS MADE, EITHER EXPLICITLY OR IMPLICITLY, A TERM OR CONDITION OF AN INDIVIDUAL'S EMPLOYMENT, GRADES OR OTHER GOOD STANDING.

SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL'S PERFORMANCE OR CREATES AN INTIMIDATING, HOSTILE OR OFFENSIVE SCHOOL ENVIRONMENT.

SEXUAL HARASSMENT CAN TAKE A VARIETY OF FORMS RANGING FROM SUBTLE PRESSURE TO PHYSICAL ASSAULT. ALTHOUGH ALL FACTS AND CIRCUMSTANCES WILL BE CONSIDERED, SOME EXAMPLES OF SEXUAL HARASSMENT MAY INCLUDE:

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THREATS OF SEXUAL RELATIONS OR SEXUAL CONTACT.

CONTINUOUS OR REPEATED VERBAL ABUSES OF A SEXUAL NATURE INCLUDING GRAPHIC COMMENTARIES ON THE PERSON'S BODY.

SEXUALLY DEGRADING WORDS TO DESCRIBE THE PERSON OR PROPOSITIONS OF A SEXUAL NATURE.

SEXUAL REMARKS, JOKES OR GESTURES THAT MAY EMBARRASS OR OFFEND OTHERS.

PROCEDURE

ANY STUDENT WHO FEELS HE/SHE HAS BEEN A VICTIM OF SEXUAL HARASSMENT SHOULD IMMEDIATELY REPORT THE ALLEGED HARASSMENT TO A TEACHER, NURSE, COUNSELOR OR ADMINISTRATOR. EACH COMPLAINT WILL BE CAREFULLY INVESTIGATED BY THE SCHOOL PRINCIPAL AND ALL FINDINGS DOCUMENTED IN WRITING. ALL INFORMATION OBTAINED WILL BE HELD IN STRICTEST CONFIDENCE AND WILL BE DISCUSSED ONLY ON A NEED-TO-KNOW BASIS TO INVESTIGATE THE MATTER.

NO STUDENT WILL BE SUBJECT TO ANY FORM OF RETALIATION OR DISCIPLINE FOR PURSUING A SEXUAL HARASSMENT COMPLAINT, UNLESS SUCH STUDENT FALSIFIES A CHARGE OF SEXUAL HARASSMENT AGAINST ANOTHER STUDENT OR EMPLOYEE.

ANY ACTION TAKEN AS A RESULT OF THE INVESTIGATION WILL DEPEND UPON THE FACTS OF EACH CASE. SANCTIONS MAY RANGE FROM A WARNING TO EXPULSION FOR STUDENTS, AND FROM A WARNING TO TERMINATION FOR EMPLOYEES.

IF A STUDENT HAS ANY QUESTIONS WITH REGARDS TO THIS POLICY HE/SHE SHOULD CONTACT THE SCHOOL PRINCIPAL.