

SEXUAL HARASSMENT

A. What is harassment?

1. Intimidation by threats of or actual physical violence that create a climate of hostility or intimidation
2. Or the use of language, conduct, or symbols in such manner as to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual

B. Examples of harassment...

1. Offensive name calling, jokes, pictures, objects
2. Unwanted touching, sexual advances, spreading of sexual rumors
3. Offensive sexual remarks in the classroom
4. Impeding work of student or employee on basis of discriminatory factors (i.e. race)
5. Limiting access to tools on same basis

C. What is sexual harassment?

1. Sexual attention that is unwanted
 - a. Includes any unwelcome:
 - Physical contact
 - Sexual remarks about a person's clothing or body
 - Sexual questions, jokes, anecdotes, or stories
 - Sexually explicit materials in the classroom or workplace that have no educational or work-related purpose

D. Who is prohibited by district policy from committing sexual harassment?

1. ALL EMPLOYEES
2. ALL STUDENTS

E. Who can experience sexual harassment?

1. Direct targets of harassment (students, employees)
2. Bystanders/witnesses to harassment

F. Consequences of sexual harassment...

1. Employee - subject to disciplinary action including but not limited to termination of employment
2. Student - subject to disciplinary action that may result in suspension or expulsion

G. What to do if you experience harassment/discrimination?

1. If you experience or witness this type of interference SEEK ASSISTANCE WITHIN THE SCHOOL SYSTEM PROMPTLY.
 - Talk to someone you trust
 - Keep a written record
 - Make it clear to the harasser that the behavior will not be tolerated
 - Report to an authority and file the appropriate forms

H. What if it is a student?

1. Listen carefully to student's allegations
2. Let student know you take him/her seriously
3. Complete the district forms or accompany student to appropriate person who has the forms

I. Who is responsible for addressing harassment?

1. ALL administrators and staff must be responsible for implementing district policy regarding harassment

J. Our Goal...

1. To make our school and working environment a safe and emotionally stable environment

K. General guiding principles...

1. Familiarize yourself with the district policy
2. Address incidents of sexual harassment immediately
3. Cooperate with authorities
4. Thorough investigation
5. Satisfactory resolution

L. Follow the FACTS...

1. Familiarize yourself with the district policy
 - Read the policy
 - Ask questions
 - Keep a copy in a safe place (never circular file!)
2. Address incidents of sexual harassment immediately
 - Employee must report
 - Administration must respond
3. Cooperate with authorities
 - Full cooperation of all parties is expected and required
4. Thorough investigation
 - Documentation of complaints
 - Employee/student interviews
 - Signed statements
5. Satisfactory resolution
 - Swift response and resolution
 - Objective review of the facts
 - Fair and appropriate response

SUMMARY

- Sexual harassment is prohibited by Title VII.
- Sexual harassment is conduct of a sexual nature in the school or workplace.
- Sexual harassment is unwelcome advances or requests for sexual favors, or verbal or physical conduct of a sexual nature.
- Any employee or student can commit sexual harassment.
- Sexual harassment is physical, verbal, or visual conduct of a sexual nature in the school or workplace that is unwelcome.
- Sexual harassment is unlawful.
- It is our goal to educate staff and students so that a harassment-free work environment is promoted and maintained.
- To this end, any incident of sexual harassment should be reported immediately. Responsible adults must immediately address and correct any report of such activity.
- All staff and students should work together to eliminate harassment.
- **A school environment that is free of harassment is one that is supportive and beneficial to all.**