

## **Sexual Harassment Prohibited (C-11)**

Sexual harassment of or by any district employee or agent is prohibited on district property or at any district activity whether involvement is with another employee, a student or other person.

Sexual harassment is defined as sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature when submission to such conduct is made either directly or indirectly a basis for any employment decisions or when such conduct interferes with work performance or creates an intimidating or offensive work environment.

Examples of conduct considered as sexual harassment are:

1. Direct or indirect promise of career advancement in return for sexual favors.
2. Direct or indirect threats that a person's career will be adversely affected if sexual demands are rejected.
3. Deliberate, repeated or unsolicited comments, gestures or physical actions of a sexual nature.
4. Verbal kidding or abuse with a sexual orientation.

Persons who believe they have experienced sexual harassment shall make it clear that such conduct is offensive to them, and they may file a written complaint. Administrators shall make a concerted effort to halt any sexual harassment of which they become aware by calling attention to this policy, by assisting employees if requested in reporting abuse to law enforcement, or by taking disciplinary action if necessary.

Written complaints of sexual harassment shall be filed with the superintendent or assistant to superintendent (or with the clerk of the district if the superintendent is the subject of the accusation.) The superintendent or assistant to superintendent (or clerk) shall investigate the complaint, may consult with an ad hoc advisory committee of employees, shall meet with complainant, and shall give a written response within ten working days of receipt of complaint. If complainant is not satisfied with the written response and/or action, complainant within ten working days may submit a written appeal to the school board indicating the nature of and reasons for disagreement with written response. The board shall meet with complainant and other affected parties in closed session at a mutually agreeable time to discuss the appeal. The board shall give a written response to complainant's appeal.

Adopted: June 29, 1994