

“United Are We In Empowering Our Students”

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CLINTON PRAIRIE SCHOOL CORPORATION

SEXUAL HARASSMENT POLICY

I. THE POLICY:

- A. It is the policy of the Clinton Prairie School Corporation to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any employee of the Clinton Prairie School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. The use of the term “employee” also includes non-employees and volunteers who work, subject to the control of school authorities.

II. DEFINITIONS OF HARASSEMENT:

A. Types of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of sexual nature when made by any employee to a student, or when made by any employee to another employee when:

- 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- 2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
- 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
- 4. Denial of an employment or educational opportunity occurs directly because an employee or student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
- 5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

B. Unwelcome Conduct Of A Sexual Nature

- 1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.

2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. Examples Of Sexual Harassment

Sexual harassment, as set forth in Section II. – A. may include but is not limited to the following:

1. Verbal harassment or abuse;
2. Repeated remarks to a person with sexual or demeaning implications;
3. Unwelcome touching;
4. Pressure for sexual activity;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

D. Specific Prohibitions

1. Administrators and Supervisors

- a) It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- b) Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described. (III. Complaint Procedures)

2. Non – Administrative and Non – Supervisory Employees

- a) It is sexual harassment for non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described. (III. Complaint Procedures)

III. COMPLAINT PROCEDURES:

- A. Any person who alleges sexual harassment by any employee in the school corporation may use the complaint procedure explained below in Section III. – C. or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee or the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. Reporting Sexual Harassment – All reports of sexual harassment shall be handled in the following manner:
 - 1. Reports must be in writing on forms supplied by the corporation (if verbal complaint is made, the school official should file a written report). Forms will be available in each building office as well as the central office.
 - 2. Reports must name the person(s) charged with sexual harassment and state the facts.
 - 3. Reports must be presented to the building principal where the alleged conduct took place. In the event that report is to be presented to the Superintendent or his/her designee. The building principal shall inform the Superintendent, or designee, of all filed reports.
 - 4. The building principal who receives a report shall thoroughly investigate the alleged sexual harassment.
 - 5. The report and the results of the investigation will be presented to the Superintendent. The Superintendent shall review the report and, if warranted, make a recommendation to the Board of School Trustees of any actions deemed appropriate.
 - 6. The Board of Trustees may consider the report and the Superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

IV. SANCTIONS FOR MISCONDUCT:

- A. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A Substantial charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with student conduct code.

V. FALSE REPORTING:

- A. Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the student conduct code.

VI. NOTIFICATION OF THIS POLICY:

- A. Notice of the policy will be circulated to all schools and departments of the Clinton Prairie School Corporation and incorporated in each employee and student handbook.