

GAAC - SEXUAL HARASSMENT

GAAC

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature 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 the basis for employment decisions affecting such individual; or **(3)** such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal, Director of Special Education, the superintendent, or Board of Education.

Employees who do not believe that the matter is appropriately resolved through this meeting may file a written complaint under the district's discrimination complaint or grievance procedures. (See **KN and GAEA**) Confidentiality shall be maintained throughout the complaint procedure.

Employees who falsely and maliciously accuse others of sexual harassment shall be disciplined in accordance with the district disciplinary procedures.

SEXUAL HARASSMENT GUIDELINES

Following are sexual-harassment prevention guidelines developed by Lee Green, a Baker University professor who has worked with the National Federation of State High School Activities Associations to create training material on the issue.

The guidelines are aimed at teachers, coaches and administrators:

- Never use sexually explicit language or tell sexually explicit or off-color jokes in the presence of students.
- Never display sexually explicit or pornographic material on school property, and never show such materials to students under any circumstances.
- Avoid engaging in excessively personal conversations, both in person and on the phone, with students.
- Avoid sending excessively personal letters, cards, e-mails or gifts to students.
- Avoid commenting on the physical appearance, including manner or dress and specific physical attributes, of students.
- Avoid to the greatest extent possible physical contact with or touching of students.
- Avoid giving students rides home alone or even in groups where eventually only one student will remain in the car alone with the adult.
- Avoid off-school property, one-on-one meetings with students, especially in the home of the student.
- Never plan or take unchaperoned overnight school or athletic trips with students. On properly chaperoned trips, exercise extreme caution and propriety regarding interaction with students.
- Never date students under any circumstances. Issues of power differential, consent and credibility make such relationships untenable within any level of an education institution.

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