

The Community Schools of Frankfort is committed to providing its employees and students with a work and educational environment that is free from discrimination and harassment of any kind, including harassment based on an individual's race, color religion, sex, national origin, age, or disability. The corporation strictly prohibits and will not tolerate in any fashion harassment of any corporation employee or student by another school employee (regardless of position or authority) or student. Similarly, the corporation will not tolerate harassment of its employees or students by non-employees and volunteers who work, subject to the control of school authorities.

Prohibited harassment occurs when an individual is subjected to verbal or physical conduct that defames or shows hostility toward the individual because of his/her race, color, religion, sex, national origin, age, or disability, including the fact that such individual has made a complaint, or due to such individual's association, friendship, or relationship with any person protected by applicable law. Prohibited harassment includes such conduct as:

1. Creates or is intended to create an intimidating, hostile, or offensive working or learning environment,
2. Interferes or is intended to interfere with the individual's work or learning environment or performance, or
3. Otherwise adversely affects the individual's employment or education.

Examples of such harassment include, but are not limited to:

1. Using or making reference to epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, which relate to race, color, religion, sex, national origin, age, or disability.
2. Publication or circulation of any written or graphic material that defames or shows hostility or aversion toward an individual or group because of their race, color, religion, sex, national origin, age, or disability.
3. This policy's prohibition against harassment specifically includes sex-based and sexual harassment. Sexual harassment occurs when unwelcome conduct of a sexual nature becomes a condition of employment or a student's education; or is used as the basis for employment decisions affecting such individual; or creates an intimidating, hostile, or offensive working or learning environment.

Examples of sexual and sex-based harassment include, but are not limited to the following:

1. Requests for sexual favors (whether explicit or implicit);
2. Unwanted physical contact of any nature, including touching, rubbing, pinching, or brushing the body;
3. Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual proposition, and threats;
4. Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; and
5. Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (even if not sexual in nature).

## **Reporting Procedures**

Any employee or student who believes he/she has been harassed in any way in violation of this policy should report the conduct immediately to his/her supervisor or the building principal. If those persons are unavailable or somehow responsible for the harassment, the employee or student should report the conduct directly to the Superintendent of Schools. The employee or student always has the option of reporting the conduct directly to the Superintendent of Schools if he/she prefers. If a verbal complaint is made, the school official should file a written report.

Any person who alleges harassment by any employee in the school corporation may use the complaint procedure explained in Appendix 2-4 or may go directly to his/her supervisor, building supervisor, or the Superintendent of Schools.

All reports will be treated seriously and confidentially to the extent reasonably possible. The Community Schools of Frankfort will not itself take or allow anyone else to take any adverse action against an employee or student because he/she has reported or participated in the investigation of legitimate concerns of possible discrimination or harassment. The corporation will immediately conduct a thorough and impartial investigation of all complaints received, and such investigations will be conducted in a timely and confidential manner. Upon the conclusion of its investigation, the corporation will advise the complaining employee or student of its findings as well as any steps taken to prevent future violations, to the extent permitted by the Family Educational Rights and Privacy Act.

The Community Schools of Frankfort's administrators and other supervisors are responsible for the administration of this policy. Should any administrator or supervisor learn of a violation of this policy, he/she is expected to take whatever steps are necessary to prevent further harm to the affected employee or student and immediately report the conduct to the building principal or superintendent for a full and prompt investigation. Failure to report such conduct will be considered a violation of this policy and will subject the administrator or supervisor to disciplinary action, up to and including discharge.

Teachers are encouraged to report inappropriate student or employee behavior directed at students to the building principal or superintendent. The Community Schools of Frankfort will not itself take or allow anyone else to take any adverse action against a teacher because he/she has reported or participated in the investigation of legitimate concerns of possible discrimination or harassment of students.

Any employee or student suspected of engaging in harassing or retaliatory conduct of any nature in violation of this policy after reasonable investigation will be subject to disciplinary action, up to and including immediate termination or, in the case of students, expulsion.

### **Appendix: 2-4**

#### **Legal Reference:**

**Board Approval Date: 2-11-2003 Board**

**Revised Date:**

**Board Review Date: 3-08-2016**