

PROHIBITION OF SEXUAL HARASSMENT IN THE WORKPLACE

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 2007	Harassment Intimidation Bullying Hazing Initiation

The Pocatello Chubbuck School District strives to maintain a learning and workplace environment which fosters mutual employee, administrator, teacher and student respect and promotes harmonious, productive working relationships. The District shall do everything in its power to provide employees a working environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

The District prohibits sexual harassment of students, employees, and approved volunteers. Sexual harassment occurs when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
- Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive environment

Sexual harassment prohibited by this policy includes but is not limited to visual, verbal or physical conduct of a sexual nature. The terms "intimidating", "hostile", or "offensive" include but are limited to conduct which has the effect of humiliation, embarrassment or discomfort. Claims of sexual harassment will be evaluated in light of all of the circumstances.

Examples of sexual harassment can include, but are not limited to the following:

- Verbal - Demanding sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of the same; sexual innuendo, suggestive comments; insults; threats; jokes about gender specific traits; sexual propositions
- Non-Verbal - Making suggestive or insulting noises; leering, whistling, making obscene gestures/ posting or distributing obscene, suggestive or otherwise inappropriate pictures or materials/ wearing apparel depicting obscene, suggestive, or otherwise inappropriate pictures, statements of themes

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- Physical - Touching; pinching; brushing the body; coercing sexual intercourse; assault

Sexual harassment occurs adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

A violation of this policy may result in discipline, up to and including discharge or termination. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in the sexually harassing conduct or communication, that such conduct or communication is offensive and must stop.

Employees who believe they may have been sexually harassed or intimidated should contact the Title IX coordinator or an administrator who will assist them in filing a complaint. Any staff member who is knowledgeable of an informal or formal complaint or report of sexual harassment is accountable for informing the administration of the complaint and for directing the complainant to the administration.

The administration shall promptly initiate an investigation of all complaints that come to the attention of the administration, whether formally or informally. Allegations of criminal misconduct shall be reported to law enforcement and suspected child abuse shall be reported to law enforcement or the Department of Health and Welfare per Idaho Code. Persons found to have been subjected to sexual harassment shall have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and disciplinary action will be taken against anyone engaged in retaliation.

The superintendent is directed to develop and implement procedures consistent with this policy. The procedures shall address a process for informal and formal investigations, inclusive of receiving reports of sexual harassment, investigation, resolution of complaints or reports of sexual harassment, timelines for resolution and delineate that administration is responsible for the investigation.

The District is responsible for training all staff with regard to all elements of this policy and its procedures.