

**HARASSMENT POLICY**

This District is committed to a positive and productive learning and working environment in which the dignity of all employees and students is respected and all employees and students are free from discrimination including harassment. Harassment is prohibited and defined as intimidating or tormenting another person by means of remarks or actions which particularly relate to a person's race, religion, creed, national origin, sex, sexual orientation, disability, age, or marital status.

This policy is intended to provide notice to the employees of the District's expectations for their behavior or conduct, to warn them that disciplinary sanctions may be imposed, to provide a prompt and effective means for persons to report behavior or conduct in violation of this policy, and to ensure that such reports are handled in a manner that furthers a learning and working environment free from harassment and one in which respectful behavior and conduct toward each other is exhibited at all times.

The District will take prompt, effective, and remedial action within its authority on reports, complaints and grievances alleging harassment that come to the attention of the District, either formally or informally.

Engaging in harassment will result in discipline or other appropriate sanctions against offending employees. Retaliation against any person who makes, or is a witness in, a harassment complaint is prohibited and will result in discipline.

It is a violation of this policy to knowingly report false allegations of harassment. Persons found to knowingly report or corroborate false allegations will be subject to discipline.

The Superintendent shall develop and implement formal and informal procedures for receiving, investigating, and resolving complaints or reports of harassment. The procedures will include reasonable time lines. All administrators may receive informal complaints and reports of harassment and are responsible for informing appropriate District personnel of the complaint or report for investigation and resolution. All administrators are also responsible for directing complainants to the formal complaint process if appropriate.



*POLICY ADOPTED*  
*RENUMBERED*

*January 27, 1997*  
*May 12, 2003*