

Connellsville Area School District

UNLAWFUL HARASSMENT

The Connellsville Area School Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of employees by all district students and staff members, contracted individuals and vendors, and volunteers in the schools. The Board encourages employees who have harassed to promptly report such incidents to the designated administrators.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age, or handicap/disability that create an intimidating, hostile or offensive working environment.

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile or offensive working environment.

Sexual harassment shall consist of unwelcome advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Please see EEOC Guidelines as Attachment A. Examples of sexual harassment include but are not limited to those set forth in Attachment B.

The Connellsville Area School District will annually inform students, staff, independent contractors, and volunteers that unlawful harassment of employees will not be tolerated, by means of publication in various handbooks and posting of notice or signs. The District shall provide training for students and staff concerning unlawful harassment. Each employee will be responsible for: maintaining a working environment free from all forms of unlawful harassment.

Respecting the rights of the district staff and to ensure an atmosphere free from all forms of unlawful harassment. The title IX Coordinator shall be designated to receive harassment complaints. If the title IX Coordinator is the subject of the complaint, the complaint shall report the complaint directly to the Superintendent or his degree.

When an employee believes that he/she is being harassed, the employee should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the employee shall follow the

established complaint procedures.

Complaint Procedures

1. An employee shall report a complaint of harassment in writing to the Title IX Coordinator, who will inform the individual of his/her rights and the complaint process.

2. The Title IX Coordinator will immediately notify the Superintendent or his designee and will conduct an impartial, thorough and confidential investigation of the alleged harassment.

In determining whether that alleged conduct, and context in which the alleged conduct occurred will be investigated. The Title IX Coordinator will prepare a written report summarizing the report will be provided to the complainant, the accused, the Superintendent and others directly involved as appropriate.

If the investigation results in a substantiated charge of harassment, the district will take prompt corrective action to ensure the harassment ceases and will not recur.

Discipline

A substantiated charge against a district employee shall subject such person to disciplinary action, which may include dismissal. A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the Student Discipline Handbook and may include educational activities and/or counseling.

If it is concluded that an employee has made a false accusation, such employee will be subject to disciplinary action, which may include dismissal.

Appeal Procedure

If the complainant or accused is not satisfied with the Title IX Coordinator's decision, the individual may file a written appeal to the Superintendent of Schools.

The Superintendent will review the initial investigation and report and may also conduct a reasonable investigation. He/she will prepare a written response to the appeal. Copies of the response will be provided to the complainant, the accused, Title IX Coordinator, and others directly involved as appropriate.