

Title: Harassment In The Workplace

Harassment of employees and students will not be tolerated in the District. This policy applies to, but is not limited to conduct in District facilities, on premises and other District property including vehicles. This policy also includes those times when the employee or student is at any District sponsored, approved or related activity or function, such as a field trip or athletic event where students are under the control of the District or where the employee is engaged in school business.

Harassment prohibited by the District includes, but is not limited to, discriminatory harassment based on race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation and socioeconomic status.

Harassment by Board members and officers, employees, volunteers, students, parents/guardians, vendors and others doing business with the District is prohibited. Employees and students whose behavior is alleged to be in violation of this policy will be subject to an investigation. If allegations of harassment are founded, the employee or student may be subject to discipline, up to and including, discharge or expulsion, or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

The District has separate procedures for reports or complaints of sexual harassment covered by Title IX of the Education Amendments Act of 1972. These procedures are available on the District's website. A physical copy of these materials may be obtained from the Human Resources Department at the Educational Service Center. For reports or complaints of sexual harassment outside of the District's Title IX jurisdiction, the District may follow any other applicable policy or procedure to respond to such a report or complaint.

Types of harassment may include, but not be limited to, comments, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups. Such behavior is considered harassment when it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, or it results in an adverse employment decision.

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The Board shall annually appoint a male and female complaint officer who shall be vested with the authority and responsibility to process all harassment complaints in accordance with this policy. Contact information will be made available to the public and employees. Employees and students who believe they have suffered harassment will report such matters to the complaint officer. If the complaint officer becomes a party to the harassment complaint, an alternate officer shall be appointed by the Superintendent. If an employee is unwilling to report to the appointed officer, then he or she may contact the Superintendent.

Upon receiving a complaint, the complaint officer will confer with the complainant to obtain an understanding and a statement of the facts. District employees, students, parents, and volunteers shall fully and fairly cooperate in the investigation. It is the responsibility of the complaint officer to promptly and reasonably investigate claims of harassment and to pass the findings on to the Superintendent who will complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment is confidential to the extent reasonably possible, and those individuals who are involved in the investigation will not discuss information regarding the complaint outside the investigation process.

No person shall retaliate against an employee or student because the employee or student has in good faith:

- filed a harassment complaint,
- assisted or participated in a harassment investigation,
- assisted or participated in a proceeding or hearing regarding a harassment charge or opposed language or conduct that violates this policy.

Retaliators will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board. Complaints may be filed using Harassment Complaint Form, Administrative Regulation 405.2. It is the responsibility of the Board members and officers, administrators, licensed and classified employees, volunteers, students, parents/guardians, vendors, and others having business or other contact with the District to act appropriately under this policy. It is the responsibility of any employee to report suspected or observed harassment in the workplace to their immediate supervisor or the office of Human Resources. It is the

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responsibility of the Superintendent and complaint officer to inform and educate employees or students and others involved with the District about harassment and the District's policy prohibiting harassment.

This policy and accompanying regulations will only apply when an employee is the victim of an alleged harasser or an employee is the alleged harasser. It is the responsibility of the Superintendent, in conjunction with the complaint officer, to develop administrative rules regarding this policy.

Cross References:

102, 102.1, 105, 402, 405.1, 405.2, 405.3,  
412, 425, 512, 513  
EEO Non-Discrimination Language  
Documentation Chart

Legal References:

29 U.S.C. 621; 42 U.S.C. §§2000e et seq.;  
U.S.C. §12101; P.L. 110-233; 29 C.F.R. Pt.  
1604.11; Iowa Code Ch. 216.6.9

Approved: Nov. 17, 1987

Reviewed: \_\_\_\_\_

Revised: Feb. 24, 2004

April 22, 2008

March 30, 2010

March 26, 2013

July 22, 2014

October 14, 2014

June 23, 2015

August 11, 2020

June 25, 2025