

POLICIES PERTAINING TO OUR EMPLOYEES

SEXUAL HARASSMENT

The school prohibits sexual harassment as a form of unlawful gender discrimination.

Sexual harassment includes unwelcome touching, sexual advances, requests for sexual favors, stalking, "quid pro quo," and sexually-oriented conversations, sounds, gestures, stares, remarks, and jokes. Forbidden conduct includes but is not limited to the following:

1. sexual favors made explicitly or implicitly a term or condition of hiring or continued employment;
2. sexual favors made explicitly or implicitly a basis for employment decisions affecting an employee such as promotion or reassignment;
3. sexually-oriented conversations, sounds, gestures, stares, remarks, jokes or other sexually-oriented conduct when such conduct creates an intimidating, hostile or offensive working environment.

Employee complaints regarding sexual harassment shall be brought in accordance with the school's Sexual Harassment Grievance Procedure. Copies of the Procedure shall be made available to employees during working hours at the school's administration office. It shall be the duty of the investigating officer named in the Procedure to investigate such complaints and for the school to take appropriate remedial action based upon the investigation.

Sexual harassment or abuse of students by employees is strictly forbidden. Sexual harassment and abuse of students includes touching, sexual advances, requests for sexual favors, stalking, sexually-oriented conversations, sounds, gestures, stares, remarks, and jokes. Such harassment and abuse further includes the following: telephoning students at home or elsewhere to solicit social relationships, physical contact that would reasonably be construed as sexual in nature and threatening or enticing students to engage in sexual behavior in exchange for grades or other school-related benefit.

The School shall designate two employees, a male and a female, to serve as Title IX Coordinator to investigate complaints of harassment involving students. The name, office address, and telephone number of the Coordinators shall be published to all employees and students, and the school shall adopt and publish grievance procedures that will accomplish prompt and equitable resolution of complaints involving students. All allegations of sexual harassment of students and/or abuse of students shall be referred to the Title IX Coordinators.

Date Adopted: November 4, 2000

Amended: March 5, 2005