

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against any employee or applicant for employment on the basis of sex. The Shattuck Board of Education will not tolerate sexual harassment by any of its employees. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

General Prohibitions

1. Unwelcome Conduct of a Sexual Nature

- A. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- B. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.

2. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

- A. Submission to the conduct is made either an explicit or implicit condition of employment;
- B. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- C. The conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Specific Prohibitions

1. Administrators and Supervisors

- A. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- B. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

SEXUAL HARASSMENT (Cont.)**2. Non-administrative and Non-supervisory Employees**

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

Report, Investigation, and Sanctions

1. It is the express policy of the board of education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy.
 - A. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision, unless it is the superintendent who is the alleged offender. In which case, the complaint shall be referred to the board president.
 - B. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
 - C. Confidentiality will be maintained; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

REFERENCE: Title VII of the Civil Rights Act of 1964**29 CFR §1604.1, et seq.****34 CFR Part 106****20 USC §§1681-1688****29 USC §794****42 USC §§2000d-2000d-7****42 USC §§2000e-2000e-17****42 USC §2000e-2**

NONDISCRIMINATION

The Shattuck Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to ensure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

"The Shattuck Board of Education does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, or veteran status, or gender"

When an open forum is created whereby non-curricular groups are allowed to meet on school premises Boy Scouts and other designated youth groups will have equal access.

Inquiries concerning application of this policy may be referred to the Title IX/504/ADA Compliance Coordinator.

District _____

Street Address _____

Telephone _____

City, State, Zip _____

REFERENCE: Oklahoma Constitution, Article 1, Section 6

Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by Executive Order 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Rehabilitation Act of 1973, §504

Education for All Handicapped Children Act of 1975

Immigration Reform and Control Act of 1986

Americans With Disabilities Act of 1990, 42 U.S.C. §12101

Individuals With Disabilities Education Act, 20 USC §1400, et seq.

**GRIEVANCE PROCEDURE
GENDER DISCRIMINATION**

It is the policy of the Shattuck Board of Education that the superintendent shall serve as Title IX coordinator for this school district. The superintendent shall direct the implementing of educational amendments and regulations as it pertains to prohibition of gender discrimination in education, and shall prepare a regulation governing gender discrimination grievance procedures.

The board shall appoint on a periodic basis a gender discrimination grievance committee that shall consist of an administrator, a parent, and a member of the certified teaching staff.

FEDERAL PROGRAMS COMPLAINT RESOLUTION

Any parent, individual, or organization with a complaint that the district is violating a federal statute or regulation with regard to a federal program at Shattuck Public Schools may make the complaint known to the superintendent of schools in written form by filling out part I of the form, "Investigation Report on the Administration Federal Program Activities." Within 30 days of receipt of the complaint, Shattuck Public Schools will conduct an investigation of the allegations. The investigation shall include opportunities for the complainant or the complainant's representative to present evidence and question witnesses. Subsequent to the investigation, a report of findings will be filed with the State Department of Education and the complainant.

If the complaint has not been resolved to the satisfaction of the complainant, a hearing shall be conducted by the Board of Education within 30 days of receipt of written request for such a hearing. The hearing shall include opportunities for the complainant or complainant's representative to present evidence and question witnesses.

The complainant has the right to appeal the decision of the Shattuck Public Schools to the State Department of Education, Compensatory Education Section, Oklahoma City, Oklahoma 73105.

A complaint made directly to the State Department of Education (SDE) without previously being filed with this school district will be reviewed by the SDE to determine if an investigation is warranted by the SDE because of the seriousness of the complaint or if the complaint shall be returned to the complainant to be filed with this school district. Complaints forwarded to this district shall be investigated within 30 days of receipt of the complaint by this district.

LEGAL REFERENCE: 34 C.F.R. § 299.10

INVESTIGATION REPORT ON THE ADMINISTRATION OF FEDERAL PROGRAM ACTIVITIES

1. Complainant		C. Date complaint filed
A. Name and Title	B. Address (include ZIP code)	
D. Description of alleged violation(s)		
E. From the list below, identify (check) the areas in which the complainant indicates violations of Title I regulations		
§ A. Selection of attendance areas	§ G. Services provided private school children	§ K. Coordination of resources with other programs
§ B. Needs assessment	§ H. Evaluation of Title I projects	§ L. Dissemination of public information on Title I programs
§ C. Selection of Title I participants	§ I. Services to children living in institutions for neglected or delinquent children	§ M. Reporting requirements
§ D. General aid	§ J. Effect of Title I program on cultural or racial isolation	§ N. Comparability
§ E. Supplanting state and local funds		§ O. Other (specify)
§ F. Involvement of parents		

FOR EACH AREA CHECKED, PROVIDE A DETAILED STATEMENT OF THE ESSENTIAL FACTS CONCERNING THE NATURE AND EXTENT OF THE VIOLATIONS. (If necessary, continue on attachments.)

Signature of Complainant				
2. School District		C. Total LEA Title I allocation	D. Fiscal Year	
A. Name		E. Name of Title I project coordinator at school district		
B. Address (include ZIP code)				
F. Superintendent of school district	G. Population of school district			
3. Review Team		B. Date of Investigation (beginning and ending)		
A. Name and address of local officials conducting this investigation		BEGINNING		
		Mo.	Day	Year
		ENDING		
		Mo.	Day	Year
C. Identify all Title I documents reviewed (i.e., application proposal, evaluation reports, parental council records, fiscal control and accounting records, financial and audit reports, etc.)				
D. Indicate action taken to insure proper resolution of the complaint and of any deficiencies noted during the investigation (if necessary, continue on attachments)				
E. Describe corrective action, if any (if necessary, continue on attachments)				

Type or print name of superintendent	Signature of superintendent	Date Signed
Name of person who prepared this report	Area Code	Telephone Number
	Extension	Date Prepared