

FAIRVIEW SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: GENERAL HARASSMENT

ADOPTED: June 20, 1994

REVISED: May 23, 2001

348.1. GENERAL HARASSMENT	
1. Purpose	<p>It is the policy of the Fairview School District to provide a safe, positive working climate.</p> <p>All employees should enjoy a working environment free from all forms of unlawful harassment.</p>
2. Authority U.S. Civil Rights Act of 1964; Title VII EEOC Regulations Published at 29 CFR, Sec. 1604 Office of Civil Rights USDE August 1981	<p>Unlawful harassment lowers morale and is damaging to the work environment; it is also unlawful under both state and federal law. Therefore, the District will treat unlawful harassment like any other form of employee misconduct, and it will not be tolerated.</p> <p>It shall be a violation of this policy for any District employee to harass another District employee or student through conduct or communication.</p>
3. Definitions OCR Guidelines on Sexual Harassment, Fed. Reg. Vol. 62 #49; PHRC Guidelines; PA Bulletin Vol. II, #5 Policy Memo OCR USDE March 1997	<p>Harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. The following types of conduct constitute harassment: Slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, national origin, age or handicap/disability.</p> <p>Harassment also includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an offensive educational environment.</p> <p>Harassment is particularly offensive when engaged in by any supervisor or person in authority. Any administrator or supervisor who is found to have engaged in harassment will be disciplined appropriately.</p>

<p>4. Guidelines</p>	<p><u>Enforcement</u></p> <p>The District will act positively and promptly to investigate alleged harassment claims and to effectively remedy them when an allegation is determined to be valid. The question of whether a particular action or incident occurred and whether it is prohibited behavior requires a determination based on all available facts.</p> <p>Given the nature of this type of discrimination, the District also recognizes that false accusations of harassment can have serious effects on innocent men and women. Therefore, false accusations may result in the same disciplinary action applicable to one found guilty of harassment.</p> <p>All share the responsibility for protecting the rights of employees. This responsibility also extends to harassment by non-employees, such as contractors, vendors or visitors.</p> <p>The District prohibits retaliatory behavior against any complainant or any participant in the complaint process.</p> <p><u>Procedures</u></p> <p>The District, under the direction of the Superintendent, will investigate and resolve complaints involving harassment of employees. Any employee who believes that s/he has been subjected to harassment shall report all incidents of such conduct verbally or in writing to their immediate supervisor, building principal, or the Assistant Superintendent (or to the Superintendent if the Assistant Superintendent is involved on some way in the harassment). In the event a complaint is made to an administrator or supervisor, the Assistant Superintendent will be notified immediately. If the Superintendent is involved in the alleged harassment, the report shall be made to the Board President.</p> <p>Any reports of violation of this policy will be managed with strict confidence. Disclosures will be made only to the extent necessary to thoroughly investigate the report and resolve the problem.</p> <p>After a prompt and thorough investigation has been completed, a review of the results will be made. Any employee who is found to have violated this policy will be subject to discipline, up to and including termination.</p> <p>The School Board President shall report harassment complaints to the School Solicitor and Labor Attorney.</p>
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