

Barren County Schools
Harassment/Discrimination Training

Recognized Forms of Illegal Discrimination

1. Race
2. Color
3. National Origin
4. Age
5. Religion
6. Sex
7. Disability

Examples of Inappropriate Behavior

- Verbal
- Nonverbal
- Physical

VERBAL

- Telling sexual stories or jokes and using “four-letter” obscenities
- Using such terms as sweetie, doll, honey, dearie, and babe
- Making sexual comments and innuendoes about a person’s body or appearance
- Inquiring into a person’s sexual experiences or preferences

VERBAL (cont.)

- Insisting on dating when a person is not interested, and has declined previous offer
- Making suggestive sounds or whistling at a person
- Making sexual demands and threats in exchange for job benefits

NONVERBAL

- Leering and ogling suggestively at a person
- Following a person or blocking the way
- Showing sexually explicit pictures, cartoons, and other visuals
- Making suggestive gestures or body movements
- Sending unwanted notes or other written material
- Giving unwanted personal gifts

PHYSICAL

- Touching a person's clothing or hair
- Massaging a person's neck or shoulders
- Leaning over, standing too close to, or brushing up against a person; invading their space
- Kissing, caressing or pinching a person

Two types of sexual harassment in employment setting:

- Quid pro quo
- Hostile work environment

Quid Pro Quo

- Occurs when acquiescence to sexual demands is made an express or implied condition of employment or advancement.

Hostile Work Environment

- Occurs when the workplace is permeated with discriminatory intimidation, ridicule, and insult that is sufficiently severe or pervasive to alter the conditions of the victim's employment and create an abusive working environment.

■ Types of sexual harassment in school settings

- Supervisor to subordinate
- Employee to employee
- Employee to student
- Student to employee
- Student to student

Summary of Harassment/Discrimination Policies for Employees and Students

Policy Nos. 03.162 (Certified)
03.262 (Classified)
09.42811 (Students)

DEFINITION

Harassment/Discrimination is unlawful behavior based on the race, color, national origin, age, religion, sex or disability involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, or prejudice.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;

PROHIBITED CONDUCT (cont.)

3. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;
4. Causing an student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;

PROHIBITED CONDUCT (cont.)

5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

GUIDELINES

Employees or students who believe they have been a victim of an act of harassment/ discrimination or who have observed incidents involving other students or other employees that they believe to be an act of harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. In the alternative, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Without a report being made to one of the officials specified in this paragraph, the District shall not be deemed to have received a complaint of harassment/discrimination.

DISCIPLINARY ACTION

Employees or students who engage in harassment/discrimination of an employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including, but not limited to, termination of employment, student suspension or expulsion.

Harassment/Discrimination Complaint Form

This form provides the opportunity for an employee or student to report violation(s) of Board policies 03.162, 03.262 or 09.42811 and to secure an equitable, prompt, and satisfactory solution.

CONFIDENTIALITY

Information regarding an investigation of harassment/discrimination shall be confidential to the extent possible. Individuals involved in the investigation shall not discuss information regarding the complaint outside of the investigation process.

AP.2

Classified Employee 03.262

AP.2

Student 09.4281 AP.2

Title _____

HARASSMENT/DISCRIMINATION COMPLAINT

Identify the harassment/discrimination that you allege has occurred. Use full names/titles, dates, exact location, and specific occurrence(s), if appropriate. (Use additional sheet if necessary.)

Harassment/Discrimination Complaint Form

PERSONNEL

03.162 AP.2

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EMPLOYEE/STUDENT INFORMATION

Employee/Student Name _____

Date _____

Home Address _____

Work/School Location _____

Title _____

Student 09.4281 AP.2

Harassment/Discrimination Complaint Form

Certified Employee 03.162

PERSONNEL

03.162 AP.2

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HARASSMENT/DISCRIMINATION COMPLAINT (CONTINUED)

Certified Employee 03.162
AP.2

Classified Employee 03.262
AP.2

Student 09.4281 AP.2

What results are you seeking from filing this form? (Use additional sheet if necessary)

Signature

Date

Review/Revised:12/9/2004

Harassment/Discrimination Complaint Form

Certified Employee 03.162
AP.2

PERSONNEL

03.162 AP.2
CONTINUED

Harassment/Discrimination Complaint Form

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Student 09.4281 AP.2

Signature

Date

Review/Revised:12/9/2004

PERSONNEL

03.162 AP.2

You have been provided a copy of the following Barren County documents:

- Harassment/Discrimination Policy:
 - 03.162 (Certified)
 - 03.262 (Classified)
 - 09.42811 (Student)
- Harassment/Discrimination Procedure
 - 03.162 AP.1 (Certified)
 - 03.262 AP.1 (Classified)
 - 09.42811 AP.1 (Student)
- Harassment/Discrimination Complaint Form
 - 03.162 AP.2 (Certified)
 - 03.262 AP.2 (Classified)
 - 09.42811 AP.2 (Student)