

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 443
CLASSIFIED STAFF**

**EMPLOYEES
HARASSMENT/SEXUAL HARASSMENT AND INTIMIDATION**

In order to provide a learning environment that is safe and respectful, the Carson City School District will not tolerate any form of harassment, including sexual harassment or intimidation of its employees or students. Any form of harassment or intimidation seriously interferes with the ability of teachers to teach in the classroom and the ability of students to learn. It will be a violation of this policy for any employee or student of this School District to engage in any harassment or intimidation of other employees or students.

All administrators, principals, teachers, and other personnel of the District will demonstrate appropriate behavior by treating all people with civility and respect by refusing to tolerate harassment or intimidation. All persons are entitled to maintain their own beliefs and may respectfully disagree without resorting to violence, harassment or intimidation.

Harassment/Intimidation Defined

Harassment and Intimidation is defined as behavior consisting of verbal or physical conduct which ridicules, degrades, etc., a person because of his/her race, color, national origin, age, sex, disability, and/or religious preference. Harassment and Intimidation are willful acts or courses of conduct that are highly offensive to a reasonable person and are intended to cause or actually causes another person to suffer serious emotional distress and poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person.

Sexual Harassment Defined

Sexual harassment between employees, employees and students, and/or students is generally defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission or rejection is used as a basis for employment decisions or the conduct has the purpose or effect of unreasonable interference with an individual's work or academic performance or creating an intimidating, hostile or offensive working/school environment.

POLICY No. 443 – CONTINUED

Complaint/Investigation - Employees

All complaints of sexual harassment will be treated seriously and confidentially. Any employee who is subjected to intimidation, harassment/sexual harassment, or has knowledge of intimidation, harassment/sexual harassment of another employee, will immediately file a written complaint detailing the intimidation, harassment/sexual harassment event with one of the following persons: his/her supervisor, site administrator, or the District's Associate Superintendent of Human Resources. All complaint forms will be filed with both the site administrator/supervisor and the District's Associate Superintendent of Human Resources.

If the report involves the Associate Superintendent of Human Resources, the reporter shall contact the Superintendent. If the report involves a Board of Trustees member or the Superintendent, the reporter shall contact the Nevada Department of Education equity coordinator.

A complainant's failure to immediately report the complaint may hinder the District's ability to take prompt and appropriate remedial action.

Complaint/Investigation – Students

The District encourages students who are targets of harassment or intimidation and students who have first-hand knowledge of such harassment or intimidation to report such claims. Students should report incident(s) to any teacher, counselor, or school administrator.

The District will act promptly on all complaints, which come to its attention.

Punishment for Violation of Policy

A substantiated complaint against an employee will result in disciplinary action which may include termination. The complaint is subject to the grievance procedure established with each employee group.

A substantiated complaint against a student will result in disciplinary action which may include suspension, expulsion, or other applicable disciplinary measures.

Harassment and Intimidation is Prohibited in Public Schools

Posting of the Policy

This policy will be posted in the District's Human Resources Division, all employee break rooms, on the District's website, within each copy of the rules of behavior for pupils that the District provides for pupils, and other locations determined by the District.

POLICY No. 443 – CONTINUED

Implementation and Professional Development

All employees will be provided a copy of this policy and complaint procedure. The Superintendent will implement this policy by training all administrators, principals, teachers and other school personnel in an effort to help prevent harassment, sexual harassment, and intimidation in the District. The Superintendent may develop further written procedures to implement this policy.

Amendments

This policy will conform to the current requirements of Nevada and Federal law pertaining to unlawful harassment/sexual harassment.

Reference: NRS 388.125, NRS 388.129, NRS 388.132, NRS 388.135, NRS 392.463,
NRS 613.330, Administrative Regulation 343

Adopted: January 14, 1992

Revised: January 11, 1994
September 8, 1998
November 28, 2006