

## Harassment Policies

**Purpose:** The District is committed to promoting intercultural, intergroup relationships. The District, therefore, prohibits acts of intolerance or harassment toward others because of race, gender, marital status, parental status, sexual orientation, religion, color, creed, ethnic background, national origin, age, disability, or other factors that are likewise not rationally related to the individual's employment. Such acts may be treated as just cause for purposes of discipline, including discharge.

**Sexual Harassment:** It is the policy of the Urbandale Community School District to maintain learning and working environment that is free from sexual harassment. Because of the District's strong disapproval of offensive or inappropriate sexual behavior at work, all employees and visitors must avoid any action or conduct which could be perceived as sexual harassment. It shall be a violation of this policy for any employee or visitor of the Urbandale Community School District to harass others through conduct or communication of a sexual nature.

**Definition:** Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a harassing nature where:

- 1.** Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- 2.** Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- 3.** Such conduct has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Sexual harassment may include, but is not limited to the following:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to or about a person with sexual or demeaning implications \_  
unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job, etc.
- display of sexually graphic pictures

If you feel you have suffered harassment, see Board Policy 427 for full complaint procedures. The compliance officer is the Director of Student Services, 11152 Aurora Avenue, Urbandale, IA 50322, 515-457-5000.

**Procedures:** Any person who alleges improper harassment by any person in the District may file a complaint under Policy 425. Reporting harassment will not reflect upon the individual's status nor will it affect future employment, evaluation, or work assignments. The complaint may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file

the initial complaint with the compliance officer, whose decision may be appealed to the Superintendent of Schools.

The complainant may be required to complete a harassment complaint form and to turn over copies of evidence of harassment, including, but not limited to, letters, tapes, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant and to the alleged perpetrator.

**Compliance Officer:** The Director of Student Services shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the Director of Student Services is the alleged perpetrator, the Superintendent shall be the alternate compliance officer.

**Confidentiality:** The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

**No Retaliation:** No person shall retaliate against an employee because the employee has filed a harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.

**Corrective Actions:** The District will take action to halt any improper harassment and will take other appropriate corrective actions, including disciplinary measures, which may include discharge of a perpetrator, to remedy all violations of this policy.

**Notification:** Notice of this policy will be circulated to all school buildings and departments of the Urbandale Community Schools on an annual basis and incorporated into staff handbooks.

**Staff development:** Periodic training shall be provided all staff regarding the nature and prohibition of sexual harassment.

See [Board Policy 545 - Equal Educational Opportunities; Prohibition of Harassment and Bullying of Students.](#)

See [Board Policy 427 - Sexual and Other Harassment.](#)

See [Board Policy 634 Exh A - Assessment Program .](#)