

HARASSMENT

All employees, students, and volunteers of the Columbia Local School District have a right to work and learn in an environment free of harassment. Harassment includes unwelcome and constant verbal or physical conduct when:

1. Submission to such conduct is an explicit or implicit term or condition of an individual's employment or participation in a school-related activity.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or grades affecting this individual.
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's work or school performance, or creating an intimidating, hostile or offensive work or school environment.

Alleged incidents of harassment may include adults and/or students in various scenarios: employee to employee, employee to student, student to employee, and student to student. When an individual believes he/she has been harassed, he/she should immediately report the incident to the building principal, department supervisor, superintendent, or board, as appropriate. The administration shall develop a procedure for both students and employees to report incidents. This procedure shall provide at least two avenues for students and employees to report incidents of alleged harassment; set forth the scope of the investigation to be conducted by the individual receiving the report; establish other parties to the investigation; provide, to the extent possible, for confidentiality to protect the individual filing the report and the alleged perpetrator; and set time lines for completing the investigation and filing a report with the appropriate such authority for action. Further, the administration shall publish these procedures in the district's (school's) staff and parent/student handbooks and in such other places it deems appropriate to help insure that staff, students, and parents are aware of these procedures. As appropriate and/or required by federal law or the laws of the State of Ohio, the official receiving the report may involve outside agencies in the investigation.

If an employee or student is found to have engaged in harassment, prompt corrective action will be taken. The form of this corrective action will be dependent upon the nature and extent of the harassment. Further, any corrective action will be determined by the building principal, superintendent or the board of education as appropriate in view of board of education policy, the district's negotiated contract with its employee groups, and applicable state and federal laws. Students will be subject to the "Code of Conduct" under which corrective action may include suspension or expulsion from school.

No student or employee shall be subject to any adverse actions concerning employment, grades, participation in school activities, etc. as the result of good faith report of alleged harassment; nor shall any student or employee be subject to such adverse actions as the results of his/her good faith participation in any investigation of alleged harassment.

CROSS REFS.: AC, Nondiscrimination
 ACAA, Sexual Harassment
 JFC, Student Code of Conduct
 JFCF, Hazing

Adopted: November 18, 1992

Columbia Schools, Columbia Station, Ohio

INCIDENT REPORTING ALGORITHM

