

## **NONDISCRIMINATION/AFFIRMATIVE ACTION (All Staff)**

### **Harassment and Favoritism**

If an employee perceives harassment or favoritism, he/she may seek counsel from the Affirmative Action Officer. As noted below, staff may file a formal grievance related to these issues.

### **Sexual Harassment**

Administrators shall advise staff that sexual harassment is prohibited by the Norwood Board of Education and is grounds for disciplinary action. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature carried out by any staff member to a staff member, or by any staff member to any other staff member in the work place or educational setting. Such behavior may offend the recipient, cause discomfort or humiliation, or interfere with job or school performance. Acceptance of sexual advances sometimes creates a complex situation which may include various forms of blackmail and favoritism and can influence true compliance with the law in all other areas ... age, race, national origin, creed, handicapped, marital status.

Anyone who experiences sexual harassment should immediately and firmly inform the offender that such behavior is neither appropriate nor appreciated. The Affirmative Action Officer should be contacted immediately.

A staff member may speak to the Affirmative Action Officer confidentially without filing a complaint. In some cases, suggestions will be given which may enable an individual to discourage the offender effectively. Other cases may require intervention; if both agree, the Affirmative Action Officer will speak informally with the alleged harasser in an effort to correct the offending behavior and prevent retaliatory behavior. The first complaint, if feasible, should be to the harasser. It should be stated firmly and clearly that the behavior is unwelcomed and is interfering with the desire to do a good job and to develop a good working relationship.

Staff may file a formal grievance related to sexual harassment. The district will carry out a thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser.

## Sanctions

1. A substantiated charge against a staff member in the school district shall subject that staff to disciplinary action, up to and including filing charges for discharge with the Commissioner of Education.

Short of discharge, sanctions shall be employed consistent with the seriousness of the offense and/or whether there is a pattern of substantiated offenses. Sanctions may range from the withholding of an increment to a letter of reprimand placed in the Personnel file, to recommendations for counseling. The Board also reserves the right to require a psychiatric examination in a manner consistent with law and Administrative Code.

2. A substantiated charge against a student shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with policies # 5114 and 5144.

## Notification

Notice of this procedure shall be circulated to all staff and incorporated into staff handbooks. All students shall be informed of the policy and procedures in age-appropriate terms. It shall also be printed in parent and student handbooks annually. All new staff shall be briefed and provided a copy of the policy and procedures as part of their orientation program.

## District Level Prevention of Harassment

The Chief School Administrator shall ensure that appropriate educational programs shall be conducted annually for the faculty and as required by law for staff regarding the nature of sexual and other harassment and their prevention.

Date: October 24, 1988  
Revised: December 18, 1989  
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