

## SEXUAL HARASSMENT

The School Board of Levy County forbids sexual harassment in any form, whether by an administrator, teacher, any other adult, or any student on school property or at any school related activity. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when:

- a. Such conduct is made either explicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive working environment.

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

- a. Staring or leering with sexual overtones;
- b. Spreading sexual gossip, whether true or not;
- c. Unwanted sexual comments;
- d. Pressures for sexual activity; OR
- e. Any unwanted physical contact of a sexual nature.

The Director of Personnel shall be the district's contact person for all matters dealing with sexual harassment. Persons who allege sexual harassment may also report such actions to any teacher, principal, administrator or other responsible person within the school/work site where the action occurred. All complaints shall be reported to the Director of Personnel and investigated as promptly as practicable. Filing a Complaint of sexual harassment will not reflect upon the individual's status, future employment, work assignments, future grades or extracurricular activities. A substantiated charge of sexual harassment shall subject the individual to disciplinary actions.

It is the responsibility of the supervisor/teacher to take steps to prevent, investigate, respond to, and stop all unlawful sexual activity and/or acts of harassment/discrimination. Failure to take steps to prevent or stop unlawful harassment (sexual and/or discriminatory) may result in not only liability to the employer (School Board) but personal liability to the supervisor or employee.

Retaliation is against the law. Even if the allegation is found to be unfounded or untrue, it is against the law to retaliate when reports are made in good faith.

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

The School Board of Levy County requires all employees to complete an on-line training on sexual harassment. This training should be completed by October 31, 2018 and can be accessed by logging onto [www.britteam.com/login/](http://www.britteam.com/login/) . Your username is your email address and the password is levy1234.

**SCHOOL BOARD OF LEVY COUNTY**

**Send complaints to:**

**Marla Hiers**

**Director of Personnel**

**480 Marshburn Drive**

**Bronson, FL 32621**

**(352) 486-5231 Fax: (352) 486-5249**

**E-Mail: [marla.hiers@levyk12.org](mailto:marla.hiers@levyk12.org)**