

<p>3. Definitions 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed. Reg. 5512 (Jan. 19, 2001)</p> <p>4. Delegation of Responsibility</p> <p>5. Guidelines</p>	<p>The district shall annually inform:</p> <ul style="list-style-type: none"> A. <u>Students</u> – through publication in student handbooks or the distribution of written policy when no handbooks exists. B. <u>Staff & Parents/Guardians</u> – through distribution of written policy. C. <u>Independent Contractors, Volunteers, Visitors</u> – through posting of this policy in each district facility. <p>The term harassment shall consist of verbal, written, graphic or physical conduct relating to an individual’s race, color, national origin/ethnicity, religion, sexual orientation, gender, age or handicap/disability when such conduct:</p> <ul style="list-style-type: none"> A. Is sufficiently severe, persistent or pervasive that it affects an individual’s ability to perform job functions or creates an intimidating, threatening or abusive work environment. B. Has the purpose or effect of substantially or unreasonably interfering with an individual’s work performance. C. Otherwise adversely affects an individual’s employment opportunities. <p>Sexual harassment see Policy #448, entitled “Sexual Harassment.”</p> <p>Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.</p> <p>Each employee shall be responsible to respect the rights of district staff and students and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>The building principal or other immediate supervisor shall be designated to receive harassment complaints. If the building principal or other immediate supervisor is the subject of the complaint, the complainant shall report the complaint directly to the Assistant Superintendent, Human Resources and Operations.</p> <p>When an employee believes that she/he is being harassed, the employee should immediately inform the harasser that her/his behavior is unwelcome, offensive or inappropriate. A stern rebuke to the harasser and the use of this complaint process are recommended. If the unwelcome, offensive or inappropriate behavior continues, the employee shall follow the established complaint procedure.</p>
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In any case involving a student, the parent(s)/guardian(s) shall be notified and they shall have the right to attend any conference, meeting or hearing with the student.

In any case involving harassment of or by an employee, the employee shall have the right to be accompanied by an Association representative at any conference, meeting or hearing with the employer.

Complaint Procedure

A. As soon as possible, an employee shall report a complaint of harassment, orally or in writing, to the building principal or other immediate supervisor, who shall inform the employee of her/his rights and of the complaint process. If the report alleges the misconduct of the principal or other immediate supervisor, it shall be reported to the Assistant Superintendent, Human Resources and Operations. If the report alleges the misconduct of the Assistant Superintendent, Human Resources and Operations, it shall be reported to the Superintendent.

B. Within twenty-four (24) hours, the building principal or other immediate supervisor shall notify the Assistant Superintendent, Human Resources and Operations of the receipt of any complaint. Within three (3) days, the principal or other immediate supervisor shall initiate an impartial, thorough and confidential investigation of the alleged harassment.

In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.

C. Whenever it has been determined that harassment occurred, the building principal or other immediate supervisor shall identify remedies acceptable to both parties. The building principal or immediate supervisor shall attempt to remedy the situation by bringing the parties to mutual agreement.

D. The building principal or other immediate supervisor shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation shall be required. The report shall summarize the investigation and recommend disposition of the complaint. Copies of the report shall be provided to the complainant, the accused and the Assistant Superintendent, Human Resources and Operations.

E. Any employee involved in an investigation shall maintain strict confidentiality. All communication about a complaint shall be confidential.

<p>Pol. 317, 417, 517</p> <p>Pol. 218, 233</p>	<p>F. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.</p> <p><u>Discipline</u></p> <p>A substantiated charge against a district staff member shall subject such staff member to disciplinary action. That action may include procedures to terminate employment.</p> <p>A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.</p> <p>If it is concluded that an employee has made false accusations, such employee shall be subject to disciplinary action. That action may include procedures to terminate employment.</p> <p><u>Appeal Procedure</u></p> <p>If the complainant or accused is not satisfied with the principal's or other immediate supervisor's decision, she/he may file a written appeal with the Assistant Superintendent, Human Resources and Operations. If the complainant or accused is not satisfied with the Assistant Superintendent's decision, she/he may file a written appeal with the Superintendent.</p> <p>The Assistant Superintendent, Human Resources and Operations shall review the initial investigation and report and may also conduct a reasonable investigation. She/he shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused and building principal or other immediate supervisor. The Superintendent shall review all prior relevant investigations and reports and may conduct an additional investigation. She/he shall prepare a written response, copies of which shall be provided to the complainant, the accused, building principal or immediate supervisor and the Assistant Superintendent, Human Resources and Operations.</p> <p><u>Retaliation Prohibited</u></p> <p>A. Retaliatory behavior against any complainant or any participant in the complaint process is prohibited. Any employee who engages in retaliatory behavior shall be subject to discipline, which may include the termination of employment. Any student who engages in retaliatory behavior shall be subject to discipline, which may include expulsion from school.</p>
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- B. The initiation of a complaint of unlawful harassment shall not reflect negatively on an employee who initiates the complaint, nor shall it affect the employee's employment status, rights or privileges.

Voluntary Resignation

- A. If an accused employee chooses to resign as a result of charges made against her/him, at any stage in the above procedure, the written documentation of charges made against the employee will be sealed and impounded, and acceptance of the resignation will be recommended to the Board without prejudice. Such resignation shall be submitted prior to a final decision by the Board. It must also state that the resignation is voluntary, constitutes a waiver and release of all claims, and is submitted in a form acceptable to the District.
- B. If there is a request for references(s) or recommendation(s) for prospective employers, the reference will be limited to a statement that the person was employed by the Allentown School District, the duration of employment, a description of the assigned duties and a statement that the employee resigned voluntarily.
- C. If the resigned employee files a claim for unemployment compensation benefits, the sealed charges will be opened to allow the district to appeal the unemployment claim.
- D. If at any time an employee files a claim or appeal with a governmental agency about this particular situation, she/he then waives whatever rights she/he has under this policy and the sealed charges shall be opened.
- E. If a complaint is filed with the Office of Civil Rights or the Pennsylvania Human Relations Commission, a court of competent jurisdiction, or any other state or federal commission or agency having jurisdiction as a result of the charges or allegations, the sealed charges shall be opened and made available for any investigation or proceeding conducted by such commission, agency or court.
- F. These provisions shall not be construed as precluding the district from filing such reports with the Department of Education as may be required by law or regulations for the purpose of informing the Department that an employee resigned to avoid dismissal or a hearing concerning possible dismissal.

Concluding Statement

- A. The procedures contained in the policy are not intended to supersede or circumvent any procedures outlined in the School Code for determination of competence or any procedures for redress of grievances outlined in the applicable Collective Bargaining Agreement.

- B. These provisions shall not be construed so as to supersede any section(s) of the School Code of Pennsylvania, as amended, or any state or federal laws and regulations regarding discipline, certification, separation or termination of employees, nor shall these guidelines in any way be construed so as to limit the intent or operation of other Board policies.