

Policies of the Board of Education

Section E Personnel

EMPLOYEE HARASSMENT

500.255

It is the policy of the Lake Country School Board to maintain a work environment free from all forms of harassment and to insist that all employees are to be treated with dignity, respect, and courtesy by other employees, students and volunteers.

Any physical, verbal or other conduct of a harassing nature toward any employee by a student, manager, supervisor, co-worker or other employee or volunteer shall be considered harassment when:

- a. Submission to such conduct is made a condition of an individual's employment; and/or,
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; and/or,
- c. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an unfriendly or offensive work/school environment.

The School Board recognizes that employees, volunteers and students work together and communicate. Although there is no absolute definition of conduct which constitutes harassment in every case, all employees, students and volunteers are required to conduct themselves in accordance with the guidelines set forth above. The School Board will not tolerate any conduct which fails to comply with the letter and spirit of these guidelines. Disciplinary measures up to and including discharge and expulsion may be imposed for violation of this policy.

All employees have rights under state and federal laws to be protected from harassment and are encouraged to report incidents which may violate this policy. Reports should be made to the District Administrator or directly to the School Board if the District Administrator is involved in the alleged harassment. All harassment complaints will be objectively and discreetly investigated to the extent authorized by the law by the Administration and its legal counsel and reported to the School Board in a prompt manner. Proper action to correct the situation will follow if the investigation concludes that harassment has occurred. Retaliation in any form against any employee for filing a complaint or against anyone participating in any investigation of alleged harassment is prohibited.

LEGAL REF.: Sections 111.32(13)
 Wisconsin Statutes 111.321, 11.36(1), 111.31, 118.20, 947.0125,
 947.013
 Title VII of the Civil Rights Act of 1964
 Title IX of the Education Amendments of 1972
 EEOC Guidelines (29 C.F.R. – part 1604.11)

Adopted by the School Board October 1, 2008