

What is Sexual Harassment, and Intimidation or Bullying Environment?

It is any **unacceptable, unwelcome, uninvited, or repeated** verbal or physical abusive or sexual advance, abusive or sexually explicit or derogatory statement. It is any discriminatory remark made by someone in your classroom, workplace, or electronically, which is offensive or objectionable, which causes your discomfort or humiliation, or which interferes with your academic / work performance.

Abusive or sexual harassment can include, but is not limited to, the following:

- ✓ Unwelcome abusive or sexually oriented language, innuendoes, or comments, name-calling or slurs of a sexual or abusive nature, including spreading rumors.
- ✓ Unwelcome abusive or sexual jokes, stories, drawings, pictures, gestures, graffiti, music and cartoons.
- ✓ Unnecessary touching of an individual's body or clothes in a sexual or abusive way
- ✓ Unwelcome pressure for dates as a condition of grades, participation, advancement, or hiring.
- ✓ Disparaging remarks about your gender or disability.
- ✓ Abusive or sexist jokes about your clothing, body, or sexual activities or orientation.
- ✓ Deliberate cornering or blocking of normal movements in an abusive or sexual nature.
- ✓ Unwelcome obscene, abusive or sexually suggestive gestures letters, notes, and invitations.
- ✓ Demands for sexual favors or dates accompanied by implied or overt threats.
- ✓ Physical assault or bullying.
- ✓ Requests for sex in exchange for something from you.

What can you do?

- ✓ Treat others, as you want to be treated – respect yourself and others.
- ✓ Think before you speak or act. Try to imagine what it would be like if you were at the receiving end of your remarks or behavior; and
- ✓ If you're not sure that your behavior is harassment . . . **STOP! DON'T DO IT!**

Harassment is Against the Law!

Permitting sexual harassment or intimidation or abusive behaviors to exist in the workplace or in schools is a violation of State and Federal law. Harassment can be physical, verbal or visual. A substantiated charge of harassment will result in disciplinary action - up to termination of employment of an employee and up to expulsion for a student.



WHAT SHOULD I DO? Complaint Procedure

What If You are Harassed Abusively or Sexually?

You may feel you are overreacting, believe you encouraged the harasser, or think your situation is not serious enough to report. In reality the behavior should be stopped. You are **not** responsible for the harasser's actions and behaviors. You **are** responsible for taking care of yourself. Here are some direct actions you may take.

Say No.

Tell them **“No!”** Let the harasser know you are uncomfortable with his/her behavior and you want the behavior stopped. Tell them you will report the incident. Do this in the presence of a friend or co-worker.

Keep a Record.

If the behavior continues, keep track of specific dates, times, places, witnesses, and statements to assist in supporting a complaint.

Tell Someone.

Talk to other students, an adult, or co-workers; you are probably not alone in thinking the harasser's behavior is wrong.

Report the Behavior.

If you are uncomfortable with the idea of personally confronting the harasser, contact your teacher, principal, or superintendent.

Write a Letter.

State the facts and dates about the harassment without evaluation, how you feel about the behavior, the impact the incidents have had on your behavior and your attitude, a specific description of what you want to happen next. Determine who should receive the letter and keep a copy for your records.

Abusive or sexual harassment may occur at school, may involve conduct off school premises, or may occur during non-school time by employees, students, and others involved in school district activities. A co-worker, supervisor, subordinate, student, parent, volunteer, contractor, or vendor may commit harassment.

Remember . . .

YOU HAVE THE RIGHT to work and study in an atmosphere free of harassment and discrimination from anyone.

YOU HAVE THE RIGHT to be judged by the same criteria as all other students / employees, not by standards that are less demanding or more rigorous or different in any way.

YOU HAVE THE RIGHT to report harassment, intimidation, or bullying free from retaliation.

Members of the same or opposite sex can initiate harassment. Smithton School prohibits all forms of sexual harassment. The District will carry out a thorough investigation in formal and informal complaint situations to protect the rights of both the person complaining and the alleged harasser.

All Staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate District personnel of the complaint or report of an incident and resolution of an incident. All staff members are also responsible for directing complainants to the formal complaint process.

Formal Reporting

Step 1

Present allegations to your principal or your supervisor. Facts presented must include who the alleged harasser is, specific behaviors, dates and times of incidents.

Step 2

If the principal or supervisor believes this issue cannot be resolved, the complaint will be referred to the Superintendent.

Once you have notified the Superintendent of your complaint, a thorough investigation will occur. If it is found to be true, appropriate corrective and disciplinary action will occur.

In all instances, the complaint and investigation will be handled in a confidential manner. No student or employee will be retaliated against in any way of complaining of harassment.

**Smithton School
Smithton Consolidated
Community School District #130**
316 South Hickory
Smithton, IL 62285
618-233-6863

Smithton School District is an Equal Opportunity and Affirmative Action employer, and is in compliance with Sex and Disabling regulation. For more information, contact the Superintendent, who is the designated Affirmative Action/Title IX Officer, 316 South Hickory Street, Smithton, IL 62285.

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