

POLICY

West Washington Board of School Trustees

SEXUAL AND OTHER FORMS OF HARASSMENT

The School Board recognizes that a support staff member has the right to work and students have a right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, discriminatory, or offensive working environment disrupts the educational process and impedes the legitimate pedagogical concerns of the Corporation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive educational environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

The harassment of a staff member or student of this Corporation is strictly forbidden. Any support staff member or agent of this Board who is found to have harassed a support staff member, student or other employee of this Corporation will be subject to discipline in accordance with law and/or the terms of any applicable collective bargaining agreement. Any student who harasses another student will be disciplined.

The Superintendent shall establish administrative guidelines which address the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that the policy and administrative guidelines are available to all support staff members and are posted in appropriate places throughout the Corporation.

29 CFR 1604.11
42 USC 2000d et seq.
42 USC 2000e et seq.
29 USC 621 et seq.
29 USC Section 794
42 USC Section 12101 et seq.
20 USC 1681 et seq.

Adopted 9-20-99

POLICY WEST WASHINGTON SCHOOL BOARD OF TRUSTEES

THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The School Board believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

POLICY
WEST WASHINGTON SCHOOL BOARD OF TRUSTEES
REPORTING SEXUAL AND OTHER FORMS OF HARASSMENT

Conduct constituting sexual harassment may take different forms, including but not limited to the following:

SEXUAL HARASSMENT

A. Verbal:

The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward a fellow staff member, student, or other person associated with the Corporation.

B. Nonverbal:

Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow staff member, student, or other person associated with the Corporation.

C. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow staff member, student, or other person associated with the Corporation.

OTHER HARASSMENT

A. Verbal:

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, ethnicity, religion, race, color, or disability that are reasonably perceived to harass a fellow staff member, student, or other person associated with the Corporation.

B. Nonverbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures concerning a person's gender, ethnicity, religion, race, color, or disability that are reasonably perceived to harass a fellow staff member, student, or other person associated with the Corporation.

Any staff member who believes that she/he is the victim of any of the above actions or has observed such actions taken by a supervisor, co-worker, student, or other person associated with the Corporation such as a vendor, contractor, volunteer, or school official should promptly take the following steps:

- A. If the alleged harasser is the staff member's supervisor, the affected employee should, as soon as possible after the incident, contact the Superintendent.
- B. If the alleged harasser is not the staff member's supervisor, the affected staff member should, as soon as possible after the incident, contact his/her supervisor.
- C. If the harasser is a student of the Corporation, the supervisor, if not the student's principal, should immediately inform the student's principal of the alleged harassment.

The staff member may make contact either by a written report or by telephone or personal visit. During this contact, the reporting staff member should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly by the staff member receiving the report and forwarded to the Superintendent.

Each report received by the supervisor or Superintendent as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to any one who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. Protect the confidentiality of the staff member who files a complaint:
- B. Encourage the reporting of any incidents of harassment:
- C. Protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All staff members and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Any form of sexual harassment is considered a form of child abuse and the abuser must be reported.

The Corporation recognizes that determining whether a particular action or incident is harassment or conversely is reflective of a social relationship without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of this type of intimidation, the Corporation recognizes that false accusations of harassment can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow staff members, students, or others associated with the Corporation.

Adopted 9-20-99

No Smoking and Other Tobacco Use

The Board of School Trustees of West Washington School Corporation is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. The Board remains committed to the notion of reducing involuntary exposure to tobacco smoke among students and staff. The Board believes that it is the right of the non-smoker to breathe clean air. The Board believes that the use of tobacco products on school property denies students, staff and visitor's access to clean air, introduces a substantial health hazard to those persons, and interferes with learning and teaching. It is the intent of the Board to create a "tobacco-free" school environment.

Tobacco Use shall mean smoking, chewing or maintaining tobacco in one's mouth to derive the effects of tobacco or the use of electronic cigarettes or other such products.

Smoking shall mean the burning of a lighted cigar, cigarette, pipe, or any other matter or substance, which contains tobacco including the electronic cigarette or other such products. As of July 1, 2012 West Washington School Property will be a SMOKE/TOBACCO FREE campus.

Students are not permitted to possess or use tobacco products of any kind or in any form including the e-cigarette or other such products while:

1. Inside school corporation-owned building.
2. On school corporation-owned property outside school corporation-owned buildings.
3. Being transported to or from school events in school corporation-owned contracted, or other authorized vehicles.

School employees and visitors will not be permitted to use tobacco products including the e-cigarette or other such products while:

1. Inside school corporation-owned building.
2. On school corporation-owned property outside school corporation-owned buildings.
3. Being transported to or from school events in school corporation-owned contracted, or other authorized vehicles.

Any individual who observes a violation of this policy is encouraged to report it in accordance with the procedures contained in this policy and regulations.

A. Students

Any violation of this policy by students shall be referred to the building principal or assistant principal. Students who violate provisions of this policy shall be subject to the provisions of school board policies and student handbooks regarding student discipline.

B. Visitors

A visitor who is observed using tobacco products, e-cigarettes or other such products on school corporation-owned property shall be asked to refrain from such use.

If a visitor fails to comply with a request to refrain from using tobacco products, he/she shall be referred to a building principal or other school corporation supervisory staff member. The principal or supervisor shall make a decision on further action, which may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent to prohibit the violator from entering school corporation property for a specified period of time. If deemed necessary by a school official, an appropriate local law enforcement agency may be contacted to assist with enforcement of this policy.

C. Employee

For the purpose of this policy only, anyone who is full-time, substitute, bus driver or under a personal service contract will be considered an Employee.

Any violation of this Policy by an employee will be referred to his/her immediate supervisor. School principals or supervisors in charge of school buildings shall post conspicuous signs that read, SMOKING IS PROHIBITED BY STATE LAW.

**POLICY CONCERNING SOLICITATION AND
SALES UPON WEST WASHINGTON SCHOOL CORPORATION GROUNDS**

Any request from civic institutions, charitable organizations, special interest groups, businesses and individuals, which involve such activities as solicitation or sales of products to and/or by students, faculty or employees on the West Washington School grounds or within the West Washington School buildings must be carefully reviewed to insure that such activities promote student interests without advancing the special interests of any particular individual, group or organization.

It is the policy of the School Board that no solicitation concerning or sales of any product by civic institutions, charitable organizations, special interest groups, businesses and individuals shall occur within school buildings or upon school grounds to students, faculty or employees without the express consent of the Superintendent.

POLICY BANNING
Skate boards, etc.

West Washington School Corporation bans all skate boards, roller blades, roller skates, scooters and bikes (except for transportation to and from school) from school property and will be confiscated by the administration if found. This policy becomes effective October 22, 2002

Adopted 7-19-99

SPANDEX POLICY

Spandex is not to be worn at West Washington with the exception of athletic events and athletic activities.