

Sexual Harassment Policy (approved 3/25/2014)

All individuals associated with PSCS, including, but not necessarily limited to, the administration, the staff, board members, parents/guardians, and students, are expected to conduct themselves at all times, so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by an individual to another individual (including all constituents listed above):

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment. Sexual harassment may include, but is not limited to:
 - Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movements, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
 - Continuing to express sexual interest after being informed that the interest is unwelcome.
 - Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
 - Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee or individual; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors. Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the Director or a member of the Board of Trustees. A substantiated charge against a staff member shall subject such staff member to disciplinary action. A substantiated charge against a student shall subject that student to disciplinary action, which may include suspension or expulsion. All matters involving sexual harassment complaints will remain confidential to the extent possible.

PSCS Sexual Harassment Complaint Form

(Please print)

Name _____ Date _____

Address _____

Telephone _____ Alternate phone _____

Best time to reach you _____

Complaint against: (Name of person, school, department, program, or activity)

_____ Date of Incident _____

Specify your complaint by stating the problem. Describe the incident, participants, background, and any attempts you have made to solve the problem. List relevant dates, times, and places:

List names of others who can provide more information: (Name, address, telephone)

The projected solution: (Indicate what you think should be done to solve the problem. Be specific.)

“I certify that this information is correct to the best of my knowledge.”

Signature of complainant

Received by:

Signature of Director or Board of Trustees

Date