

## GBAA NOTIFICATION

### SEXUAL HARASSMENT AND SEXUAL VIOLENCE

#### General Statement of Policy Prohibiting Sexual Harassment

The School District maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sexual discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

- A. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence. Upon receipt of a report, the Principal must notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.
- B. District-Wide. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment and sexual violence. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.
- C. The District shall post the name of the Human Rights Officer in conspicuous places throughout school buildings, including a telephone number and mailing address.

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- D. Submission of a complaint or report of sexual harassment or sexual violence will not affect the employee's standing in school, future employment, or work assignments.
- E. The use of formal reporting forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.