



## Harassment

All students are entitled to work in an environment free from threat and intimidation. Issues of intimidation and threats of violence will be dealt with as identified in IntelliSchool's Discipline Rubric and the Arizona Penal Code. IntelliSchool has the right to contact the police when deemed necessary.

Harassment includes, but is not limited to:

### Sexual Harassment

- Unwelcome sexual comments, jokes and physical advances
- Unwanted physical contact
- Attempts to block the other person's movement
- Promoting that one sex is superior to the other
- Spreading rumors of a sexual nature
- Pictures or cartoons displaying sexual material

### Religious Prejudice:

- Negative comments about another student's religion
- Promoting that one religion is superior to any other
- Written or verbal slurs
- Name calling

### Racial or Ethnic Prejudice:

- Promoting that one race or ethnic group is superior to any other
- Written or verbal slurs
- Making fun of someone's culture
- Making fun of the color of someone's skin

### Verbal Harassment

- Name calling, profanity used in a threat, threatening remarks
- Intimidating behavior
- Making fun of another person's appearance

### Physical Harassment

- Blocking a student's path
- Tripping, pushing, pinching

Harassment between students, staff members or students and staff members is prohibited and subject to disciplinary action. All matters involving harassment behavior should be reported to the principal/superintendent in a timely manner and will remain confidential to the extent possible.

**Staff Handbook:**

**Sexual and Other Unlawful Harassment**

The Consortium is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. For example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to other people, undermines the integrity of the employment relationship and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to Management or Human Resources. All parties involved must be informed that:

- This issue is extremely confidential
- Talking about this issue while under investigation is inappropriate and disciplinary action will be taken

Once a complaint has been filed, two employees, one male and one female will be assigned to investigate the allegations. Investigations will be done in a timely manner, and nothing permanent will be placed in any personnel record until the investigation is complete. Employees can raise concerns and make reports without fear of reprisal. The Consortium will not tolerate retaliatory action on the part of any involved parties.

Any supervisor aware of possible sexual or unlawful harassment should promptly notify Management or Human Resources who will handle the matter in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination.