

## HARASSMENT

Harassment Policy: Missoula County Public Schools is committed to maintaining a work atmosphere free of harassment based on real or perceived race, color, religion (creed), national origin, marital status, sex, disability or on the basis of association with others identified by these categories ([Policy 5013](#)).

### **Who is covered?**

All Missoula County Public Schools employees are covered under this procedure. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace.

### **What is harassment?**

Harassment is physical or verbal conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion (creed), national origin, marital status, sex, disability, or any other characteristic protected by law. Harassment may include a range of subtle and overt behaviors.

Prohibited forms of harassment include but are not limited to:

- Epithets, slurs, "jokes", offensive or derogatory comments or negative stereotyping.
- Threatening, intimidating or hostile acts.
- Written or graphic material, including electronic aversion toward an individual or group that is placed on walls or elsewhere on school premises, circulated in the workplace, or displayed on clothing.
- Persistently engaging in words, gestures, and actions which tend to annoy, alarm, offend, embarrass, intimidate, demean or verbally abuse another person.
- Engaging in any physical or verbal conduct relating to an individual based on the above stated categories.

Sexual harassment may include a range of subtle and overt behaviors and may involve individuals of the same or different gender. Depending upon the circumstances, these behaviors may include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual jokes and innuendoes.
- Verbal abuse of a sexual nature.
- Commentary about an individual's body, sexual prowess, or sexual deficiencies.
- Leering, whistling, or touching.
- Insulting or obscene comments or gestures.
- Possession or display of sexually suggestive objects or pictures (including clothing, files or websites, etc.) in the workplace, and/or other physical, verbal or visual conduct of a sexual nature.
- Use of entertainment which may be construed as sexually explicit or harassing in nature is prohibited in the work place and any other work-related setting outside the workplace.
- Sending or forwarding any electronic communication that could be construed as sexually explicit or harassing such as cartoons, calendars, display/images, picture, jokes, etc.

"Racial discrimination" may include a range of subtle and overt behaviors and is defined as any distinction, exclusion, restriction or preference based on race, color, descent, or ethnicity that impairs the provision of educational services or negatively impacts human rights and fundamental freedoms. Racial harassment may include, but not limited to, the use of "code" words which creates an intimidating, hostile, or offensive working environment.

The behaviors listed are strictly prohibited by this policy and violation may result in disciplinary action, up to and including termination.

### **How to report harassment:**

Individuals who are exposed to harassing behavior or are themselves harassed are encouraged to inform the offender that the conduct/behavior is offensive. If the conduct/behavior does not immediately cease they should contact the School Equality Coordinator posted in each building. Individuals may also contact the building principal or the personnel office at 728-2400 to report any instances of harassment.

### **Retaliation:**

Retaliation against an individual for reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination, is a serious violation of this policy and, like harassment and discrimination, will be subject to disciplinary action. Acts of retaliation should be reported immediately.