

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### **SEXUAL HARASSMENT (Employees/Third Parties)**

It is the policy of Clarksville-Montgomery County School System (District) to maintain a learning and working environment that is free from sexual harassment. The District prohibits any and all forms of sexual harassment and discrimination on the basis of sex in violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

It shall be a violation of District policy for any employee of this District to harass through conduct of a sexual nature as defined by this policy a student, employee, or third-party vendor/contractor/volunteer. It shall also be a violation of District policy for any District employee to tolerate sexual harassment as defined by this policy by a student, employee, third-party vendor/contractor, or third-party volunteer assisting, observing or otherwise engaging in sanctioned District activities subject to the control and supervision of the District or on District property. All employees will receive training on complying with this policy and federal law.

The District will act promptly to investigate all complaints of sexual harassment as defined herein, whether formal or informal, verbal or written; to promptly take appropriate action to protect individuals who may have been sexually harassed; and if it determines that unlawful sexual harassment occurred, to promptly and appropriately discipline any student or employee who is found to have violated this policy and/or take other appropriate action reasonably calculated to end the sexual harassment. (Ref. [HUM-P019](#), [STS-A007](#) and [STS-P012](#))

For purposes of this policy, sexual harassment is unwelcome conduct on the basis of sex occurring on District property or at a sanctioned District activity (whether on or off District property) subject to the control and supervision of the District and satisfying one or more of the following:

- a. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education, i.e., participating in a school program or activity; or
- b. Submission to or rejection of that conduct or communication by an employee is used as a factor or the employee is led to believe that it will be a factor in decision(s) affecting that individual's employment;
- c. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of substantially or unreasonably interfering with an employee's employment or creates an intimidating, threatening, hostile, or offensive employment environment.

Included in the above definition of sexual harassment is sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, e.g. due to the person's age or intellectual or other disability prevents the student from having the capacity to give consent. Examples of sexual violence include rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Examples of conduct which may constitute sexual harassment include, but are not limited to:

- a. sexual advances;

- b. harassing or sexually suggestive or offensive remarks, verbal or written;
- c. unwelcome intentional touching, patting, grabbing or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex;
- d. coercing, forcing or attempting to coerce or force the touching of anyone’s intimate parts
- e. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
- f. sexual gestures;
- g. sharing sexual or dirty jokes or sexually suggestive pictures;
- h. unwelcome sexually motivated or inappropriate touching;
- i. Unwelcome sexual behavior or words, including demands for sexual favors when accompanied by an implied or overt threat concerning any individual’s employment or educational status or implied or overt promises of preferential treatment with regard to an individual’s employment or educational status.

Sexual harassment may be directed against a particular person(s) whether of the opposite or same sex.

Submit inquiries or complaints associated with Title VII of the Civil Rights Act of 1964 and employee inquiries or complaints associated with Title IX of the Education Amendments Act of 1972 to:

Melissa Izatt  
 Chief Human Resources Officer  
 621 Gracey Avenue  
 Clarksville, TN 37040  
 (931) 920-7913  
 melissa.izatt@cmc'ss.net

This policy will be reviewed and approved by legal counsel every two (2) years or upon any changes to the policy content. Approval signatures kept on file.

Implementing Procedures:     [HUM-P019](#) Reporting Allegations of Sexual Harassment  
   [STS-P012](#) Reporting Procedure for Students Subjected to Alleged Sexual Harassment

Associated Documents:       [STS-A007](#) Sexual Harassment (Student)  
   [STS-F037](#) Sexual Harassment Report Form  
   [HUM-F038](#) Report of Investigation of Sexual Harassment Complaint by Employee  
   [HUM-M001](#) Employee Handbook  
   [STS-M001](#) Student Code of Conduct  
   Title VII of the Civil Rights Act of 1964  
   Title IX of the Education Amendments of 1972

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/28/05		Initial Release

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8/27/12	A	Add statement "This policy will be reviewed and approved by legal counsel every two (2) years or upon any changes to the policy content. Approval signatures kept on file."
11/4/13	B	Added Implementing Procedure: HUM-P028 Student to Student Sexual Misconduct Middle and High School Students and Associated Document: HUM-F076 Report of Middle or High School Student-to-Student Sexual Misconduct; Updated logo and format
5/4/2015	C	Several revisions made to content by legal counsel. Added Implementing Procedure: HUM-P029 Reporting Allegations of Sexual Harassment of Student and Associate Documents: HUM-F037 Investigative Report Regarding Sexual Complaint by Student, STS-M001 Student Code of Conduct. Added annotation Title IX of the Education Amendments of 1972.
1/15/18	D	Para. 4, section c: added "enough" to first sentence.
9/8/20	E	Updated throughout to reflect changes to law that required separate policies – one for students and one for employees. Added "on the basis of sex" throughout the document. Added "occurring on District property or at a sanctioned District activity (whether on or off District property) subject to the control and supervision of the District" throughout. Added "but are not limited to," and updated items b and g in the list of what constitutes sexual harassment. Added the sentence that sexual harassment may be directed against a particular person whether of the opposite or same sex, and updated information on where to submit inquiries.
5/1/23	F	Added "Employees/Third Parties" to the title of the policy. Replaced Jeanine Johnson with Melissa Izatt.

**\*\*\* End of Policy \*\*\***