Principles of Public Service

TRUSTWORTHINESS
Perform duties with honesty and integrity

RESPONSIBILITY
Use public resources for the benefit of students, the state, and the public good

RESPECT
Treat others with professionalism, consideration, and courtesy

FAIRNESS
Conduct business without prejudice and favoritism

CARING
Base professional relationships on fairness and consideration

CITIZENSHIP
Be a good steward of the public trust and resources

Dallas Independent School District
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Employees shall not engage in harassment toward students or district employees motivated by race, color, religion, national origin, disability, age, sex, or sexual orientation.

Students shall not engage in harassment motivated by race, color, sex, sexual orientation, religion, national origin, or disability toward another student or employee.*

Title VII, Civil Rights Act
Federal law that prohibits discrimination on the basis of race, color, national origin, sex, and religion. The District shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment on the basis of race, color, national origin, sex, and religion.

Americans With Disability Act (ADA)
The Americans with Disabilities Act (ADA) prohibits employers from discriminating against any qualified individual with a disability with respect to the employment relationship, including job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions and privileges of employment.

Age Discrimination in Employment Act (ADEA)
The Age Discrimination in Employment Act (ADEA) protects individuals who are 40 years of age or older from employment discrimination based on age.

What is harassment?
Verbal or physical conduct based on one’s sex, race, color, ethnicity, age, religion, national origin, sexual orientation, or disability. The conduct is considered harassing if it has the purpose or effect of substantially interfering with one’s education and/or work performance, or creates an intimidating, hostile, or offensive environment. Such conduct includes, but is not limited to, derogatory remarks, jokes, demeaning comments, slurs, mimicking, name-calling, graffiti, innuendo, gestures, or the display or circulation of written materials or pictures based on an individual's sex, race, color, ethnicity, age, religion, national origin, sexual orientation, or disability.

What is sexual harassment?
Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment/education, unreasonably interferes with an individual's work/educational performance, and creates an intimidating, hostile, or offensive work/educational environment.

The District forbids employees from engaging in conduct that constitutes sexual harassment of other employees or of students.

Students shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a district employee.*

What do I do if I am a victim of harassment?
First, make an attempt to stop the harassment by letting the person know that you object to the actions or remarks. Document all incidents by keeping a log. If the harassment continues, speak with your immediate supervisor. If the actions still continue and you feel that your individual rights concerning harassment have been violated and your immediate supervisor has failed to take action, you should contact the Coordinator. If your immediate supervisor is causing the harassment, you should contact the Coordinator.

What happens after I contact the Coordinator?
After the claimant has met with the Coordinator to discuss any alleged harassment complaint, the claimant or the Coordinator may request an investigation of the allegation. The Coordinator will request an investigation at the lowest level possible. The accused person will be notified of the pending investigation and advised about response procedures. The accused person shall cooperate with the investigation subject to the District’s Board Policy. Confidentiality is maintained to the greatest extent possible.

What are the consequences for the accused?
If an investigation reveals that a violation has occurred, punitive action will be taken. The nature of the action will depend upon the seriousness of the misconduct and the employee’s overall record. This action may include, but is not limited to, a disciplinary warning, suspension, demotion or discharge.

What happens if an employee is falsely accused?
A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate disciplinary action.

What if the victim of the harassment is a student?
If the alleged harasser is an adult, the behavior would be investigated pursuant to the District’s Board Policy on child abuse. Any employee having knowledge of such behavior should meet all child abuse reporting requirements.

What if the alleged harasser is a student?
Disciplinary action is taken at the campus level pursuant to the Student Code of Conduct. Any harassment should be reported immediately to the Principal.

Retaliation Prohibited
Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report.

Who do I contact for assistance or additional information?

Mary S. McCants
EEO/Title IX Coordinator
972.925.3250

Board Policy DAA – Employment Objectives/Equal Employment Opportunity
Board Policy DH – Employee Standards of Conduct
Board Policy DIA – Employee Welfare: Freedom From Harassment
Board Policy FFH – Student Welfare: Freedom From Harassment

*Issues involving students only are handled at the campus level and according to the Student Code of Conduct.