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It is the policy of St. Luke's College, in accordance with federal and state law, to prohibit unlawful discrimination as outlined in College Policy Title IX Policies and Procedures.

## What is Sexual Harassment?

Sexual harassment is a form of sex discrimination. It is described as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to, or tolerance of, such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions (including admissions and hiring) affecting that individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, education or living environment.

## Conduct that may constitute sexual harassment includes, but is not limited to:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos or sexual humor
- Obscene gestures
- Sexual graffiti, pictures or posters
- Sexually explicit profanity
- Asking about, or telling about, sexual fantasies
- E-mail and Internet use that violates policy
- Sexual Violence
  - Sexual Intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
  - Unwilling sexual penetration (anal, oral, vaginal) with any object or body part that is committed by force, threat, or intimidation
  - Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent
  - Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation
  - Prostituting another student
  - Non-consensual video or audio-taping of sexual activity
  - Knowingly transmitting a sexually transmitted disease to another

## What are some additional examples of sexual harassment?

The College's policies protect men and women equally from sexual harassment, including harassment by members of the same sex. Staff, faculty, and students are protected from sexual harassment by any other staff, faculty, student, or contractor. Examples of conduct that constitute sexual harassment include, but are not limited to, the following:

- Engaging in unwelcome sexual advances
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin

- Sending sexually explicit emails or text messages
- Telling unwelcome, sexually-explicit jokes
- Displaying sexually suggestive or lewd photographs, videos, or graffiti
- Making unwelcome and unwanted physical contact, such as rubbing, touching, pinching, or patting
- Making unwelcome and suggestive sounds, such as “cat calls” or whistling
- Commenting on a person’s dress in a sexual manner
- Making sexual gestures
- Repeatedly asking someone for a date after the person has expressed disinterest
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Telling another person of one’s sexual fantasies, sexual preferences, or sexual activities
- Commenting on a person’s body, gender, sexual relationships, or sexual activities
- Using sexually explicit profanity

### **Reporting Sexual Harassment:**

If you have a complaint against a St. Luke’s College faculty or staff member, student, or visitor for sexual harassment, sex discrimination, or sexual assault, you should contact the Title IX Coordinator.

Anyone wishing to report sex discrimination or sexual harassment should file a complaint with the Title IX Coordinator.

Danelle Johannsen  
 Dean, Student Services  
 Title IX Coordinator  
 St. Luke’s College Building, Suite 410  
 (712) 279-3377  
 Danelle.Johannsen@stlukescollege.edu

Students and other persons may also file a complaint with the United States Department of Education’s Office for Civil Rights by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or calling 1/800-421-3481.

Since the College can only take corrective action when it becomes aware of problems, the College encourages persons who believe that they have experienced sexual harassment or have witnessed sexual harassment to come forward with their complaint and seek assistance.

The College can most effectively investigate and respond to alleged sexual harassment if the complaint is made as promptly as possible after the alleged harassment occurs.

<b>Complainant's Name:</b>			
<b>Mailing Address:</b>			
Telephone No.:			Email:
<b>Respondent(s):</b> Person(s) against whom the complaint is being filed			
Name:			
Name:			
<b>Description:</b> Date(s) and place(s) of alleged violation(s); the nature of alleged violation(s); and detailed description of the specific conduct that is the basis of alleged violation(s). Attach copies of documents pertaining to the alleged violation(s).			
<b>Witnesses:</b> List everyone you believe can provide relevant information regarding your complaint. Include contact information.			
Name:	Telephone:	Email:	
Name:	Telephone:	Email:	
<b>Action Requested:</b> What action are you requesting to resolve the situation?			
<b>Acknowledgement:</b> By completing this form, I am initiating a complaint which I request be investigated according to the process outlined in St. Luke's College Policy Title IX Policies and Procedures			
Signature:			Date:



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