

CAPITAL AREA SCHOOL FOR THE ARTS (CASA) CHARTER SCHOOL

SECTION: EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: 7/15/2013

REVISED:

348. UNLAWFUL HARASSMENT	
<p>1. Purpose</p>	<p>The Capital Area School for the Arts (CASA) Charter School Board of Trustees (Board) strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the charter school to maintain an employment environment in which harassment in any form is not tolerated.</p>
<p>2. Authority Title VI 42 U.S.C. Sec. 2000e et seq Title IX 20 U.S.C. Sec. 1681</p>	<p>The Board prohibits all forms of unlawful harassment of employees and third parties by all charter school students and staff members, contracted individuals, vendors, volunteers, and third parties in the school. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the Principal.</p> <p>The Board directs that complaints of harassment be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the charter school's legal and investigative obligations.</p> <p>Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p> <p>The charter school shall implement this policy and any other necessary guidelines to discourage and prohibit unlawful harassment.</p>
<p>3. Definitions 42 U.S.C. Sec. 2000ff et seq 29 CFR Sec/ 1606.8(a)</p>	<p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, or religion when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.

<p>29 CFR Sec. 1604.11 (a)</p>	<p>3. Otherwise adversely affects an individual's employment opportunities.</p> <p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment. 2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual. 3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment. <p>Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile or offensive working environment.</p>
<p>4. Delegation of Responsibility</p>	<p>In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board shall designate the Principal as the Compliance Officer to coordinate and oversee implementation of this policy.</p> <p>The Principal shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the name, position, office address and telephone number of the Compliance Officer.</p> <p>The Principal or designee shall provide appropriate training for students and staff members about all aspects of unlawful harassment when the Board deems such training necessary.</p> <p>The Principal shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the employee or third party of the right to file a complaint and the

<p>5. Guidelines</p>	<p>complaint procedure.</p> <ol style="list-style-type: none">2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.3. Refer the complainant to the Board President if the Principal is the subject of the complaint. <p><u>Complaint Procedure – Employee/Third Party</u></p> <p>Step 1 – Reporting</p> <p>An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Principal.</p> <p>If the Principal is the subject of a complaint, the employee or third party shall report the incident directly to the Board President.</p> <p>The complainant is encouraged to use the report form available from the Principal, but oral complaints shall be acceptable.</p> <p>Step 2 – Investigation</p> <p>Upon receiving a complaint of unlawful harassment, the Principal shall immediately notify the Board President. The Board President shall authorize the Principal to investigate the complaint, or shall personally conduct the investigation if the Principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p> <p>Step 3 – Investigative Report</p> <p>The Principal shall prepare and submit a written report to the Board President within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p>
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The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – Charter School Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the charter school shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Charter school staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with Board policies, administrative regulations and procedures, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Step 5 – Appeal Procedure

If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Principal within fifteen (15) days.

The Board President shall review the investigation and the investigative report and may also conduct a reasonable investigation.

The Principal shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Principal who conducted the initial investigation.

References:

Federal Anti-Discrimination Law and Civil Rights Laws –
20 U.S.C. Sec. 1681 et. seq. (Title IX)
42 U.S.C. Sec. 2000e et seq. (Title VII)

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C.
Sec. 2000ff et seq.

Harassment Regulations and Guidelines
Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)