



No. 248
SECTION: Pupils
TITLE: Unlawful Harassment
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Unlawful Harassment

1 PURPOSE

The Board of School Trustees strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the Renaissance Academy to maintain an environment in which harassment in any form is not tolerated.

2 AUTHORITY

The Board prohibits all forms of unlawful harassment of students & staff by all Renaissance Academy students, staff members, contracted individuals and vendors, and volunteers in the schools. The Board encourages students who have been harassed to promptly report such incidents to the school administrators.

The Board shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated, by means of:

- Distribution of written policy
- Publication in handbooks
- Training sessions/assembly programs

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to:

- Building Principal
- CEO
- Dean of Students
- Teachers
- School Counselor
- School Nurse

All employees who receive harassment complaints from a student shall report such to the Principal or designee.

If the Principal is the subject of a complaint, the student shall report the complaint directly to the Board. The term Sexual Harassment shall consist of unwelcome sexual advance.

3 DEFINITIONS AND GUIDELINES

The term Sexual Harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of aide, benefits, services or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive environment.

Examples of 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, pinups, 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 a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.

The term Ethnic Harassment includes the use of any derogatory work, phrase or action characterizing a given racial or ethnic group that creates an offensive environment.

4 RESPONSIBILITY

Each staff member shall be responsible to maintain an environment free from all forms of unlawful harassment.

5 GUIDELINES

When a student believes that he/she is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcomed, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedures.

6 COMPLAINT PROCEDURE

A student shall report a complaint of harassment, orally or in writing, to an administrator or a designated employee, who shall inform the student of his/her rights and of the complaint process.

The administrator, or designee, shall conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.

The administrator, or designee, shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused and others directly involved, as appropriate.

If the investigation results in a substantiated charge of harassment, the Principal or administrator shall take prompt corrective action to ensure the harassment ceases and will not occur.

7 DISCIPLINARY ACTION

A substantiated charge against a Renaissance staff member shall subject such a staff member to disciplinary action which may include discharge. A substantiated charge against a Renaissance Academy student shall subject such student to disciplinary action, consistent with the student discipline code, and may include activities and/or counseling services related to unlawful harassment. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

8 APPEAL PROCEDURE

1.If the complainant or accused is not satisfied with the principal's decision, he/she may file a written appeal to the Board of School Trustees.

2.The Board shall review the initial investigation and report and may also conduct a reasonable investigation. The Board shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, Principal and others directly involved, as appropriate.