



Title:	Sexual Harassment of Staff Procedure
Designation:	GBAA-NSCA-P1
Review Date:	9/15/2018
Office:	Human Resources

The procedure for resolving complaints of sexual harassment requires a staff member to first report alleged harassment to his or her immediate supervisor. If the staff member believes that the immediate supervisor is the source of the harassment, he or she may report instead to the Business Manager. A staff member may request the right to make his or her report of sexual harassment to an administrator of the same sex as the staff member by making such request through the Business Manager. An allegation of sexual harassment by a staff member shall be immediately reported to the Business Manager or designee by the supervisor.

### **Procedure for Conducting an Investigation into a Complaint**

1. The administrator responding to the complaint of alleged sexual harassment shall conduct an investigation through the following process:
  - a. Confer with the complainant regarding the basis of the complaint. Identify any witnesses to the event(s). The complainant should complete a complaint form.
  - b. Meet with the person(s) charged to obtain a response to the complaint. Where a person charged is a student, the person investigating shall attempt to notify the student's parent, guardian, or legal custodian before this meeting.
  - c. Meet with any witnesses to obtain their perceptions of the incident(s).
  - d. If deemed necessary by the person investigating, hold additional meetings with the persons involved or with witnesses to the incident(s).
  - e. The investigating administrator shall establish and maintain written records of all complaints, meetings, and investigations. If a staff member is found to have violated the sexual harassment policy, a copy of resulting action shall be kept in the staff member's file.
2. Where possible, the person investigating shall make an express finding as to whether sexual harassment has occurred based upon the information obtained and shall submit a written summary to the Executive Director or designee detailing such findings. The Executive Director or designee shall determine if the action taken was appropriate or if additional sanctions are warranted.
3. Upon determining that incidents of sexual harassment are occurring in particular district settings or activities, New Summit Charter Academy shall implement measures designed to remedy the problem in those areas or activities.
4. The complainant may seek other redress, including the filing of a complaint with the Office for Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, Colorado 80294.

### **Ongoing Training and Evaluation**

1. New Summit Charter Academy shall train staff members to recognize and effectively deal with incidents of sexual harassment.

2. There shall be disciplinary action taken against any staff member who fails to respond promptly and appropriately to complaints received or activities observed regarding incidents of sexual harassment.
3. New Summit Charter Academy shall regularly review its compliance with this policy and regulation and take necessary action where deficiencies are noted. Factors to review include the frequency and nature of reported complaints, the number of staff members charged with repeat offenses, and whether staff members are in compliance with the sexual harassment policy and regulation.

### **Confidentiality**

All information obtained through this procedure shall be kept confidential to the extent possible and consistent with law. No information shall be disclosed unless the person so requesting has a legitimate need or legal right for such information.

This NSCA policy replaces ASD20 Policy GBAA-R.

Cross Refs:

AC-NSCA - Nondiscrimination/Equal Opportunity

ACA-NSCA - Nondiscrimination on the Basis of Gender

ACA/ACB-NSCA - Nondiscrimination on the Basis of Sex and Handicap

EL 2.0 Global Executive Constraint

EL 2.3 Treatment of Staff