



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Sexual Harassment of Staff Procedure
Policy Number:	GBAA - NSCA - R
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Author:	Executive Director
Approval:	NSCA Board of Directors

## **Sexual Harassment of Staff Procedure**

The procedure for resolving sexual harassment complaints requires a staff member to report alleged harassment to his or her immediate supervisor. Concerns regarding unlawful discrimination and harassment should be addressed using ASD20 administrative policy AC and administrative procedure AC-R. If the staff member believes that the immediate supervisor is the source of the harassment, they may report it to the Compliance Officer instead. A staff member may request the right to make their report of sexual harassment to an administrator of the same sex as the staff member by making such a request through Human Resources or a designee. An allegation of sexual harassment by a staff member shall be immediately reported to the Executive Director or designee by the supervisor.

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

The administrator responding to the initial complaint of alleged sexual harassment shall conduct an investigation through the following process:

- Confer with the complainant regarding the basis of the complaint. Identify any witnesses to the event(s). The complainant should complete a complaint form (ASD20 forms AC-E or GBAA- E).
- Meet with the accused person(s) to obtain a response to the complaint. Where the accused is a student, the person investigating shall attempt to notify the student's parent(s), guardian(s), or legal custodian(s) before this meeting.
- Meet with any witnesses to the incident(s).
- If deemed necessary by the person investigating, hold additional meetings with the persons involved or with witnesses to the alleged incident(s).

Orderly progression from the initial Level 1 Procedure shall allow each subsequent level of supervision the opportunity for solution. If the staff member has questions about following the progression defined below, the staff member should contact an administrator in the Human Resources Department for guidance.

Examples of orderly progression are as follows:

- Level 1 – Staff Member or Human Resources
- Level 2 – NSCA Compliance Officer
- Level 3 – Principal or designee
- Level 4 – Executive Director
- Level 5 – NSCA Board of Directors

## **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:

Confer with the complainant regarding the basis of the complaint. Identify any witnesses to the event(s). The complainant should complete a complaint form.

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.

Meet with witnesses to obtain their perceptions of the incident(s).

If the person investigating deems it necessary, hold additional meetings with the persons involved or with witnesses to the incident(s).

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 the 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 was appropriate or if additional sanctions are warranted.

3. If New Summit Charter Academy determines that incidents of sexual harassment are occurring in particular district settings or activities, It 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 address incidents of sexual harassment.

2. Discipline will be 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 comply 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.

### Cross Refs:

ASD20 Policy AC Nondiscrimination/Equal Opportunity

### Revision History

Date	Revision Details	Revised By
09/15/2018	Creation	Board, Executive Director
05/07/2025	Revised, Approved	Compliance Officer, Board