

TITLE IX COMPLIANCE

TITLE IX COORDINATOR:

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V. B. Glencoe Charter School shall maintain a work and learning environment that is free from all forms of discrimination including incidents of sexual harassment or intimidation. No employee or student of the school shall be subjected to unsolicited and unwelcome sexual advances, requests for sexual favors or other sexual conduct either verbal or physical. The Board will not tolerate any form of sexual harassment. Any employee including a supervisory employee, who violates this policy, is subject to disciplinary action up to and including discharge. Disciplinary action against an employee shall be in accordance with applicable administrative rule. Any student who violates this policy is subject to disciplinary action.

PROHIBITED CONDUCT

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly, a term or condition of a person's employment or advancement, or of a student's participation in school programs or activities;
- submission to or rejection of such conduct by an employee or student is used as the basis for employment or educational decisions affecting the employee or student;
- such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Examples of prohibitive conduct include, but are not limited to the following: lewd or sexually suggestive comments; sexual flirtations, touching, advances or propositions; off-color language or jokes of a sexual nature; slurs and any other verbal, graphic, or physical conduct relating to an individual's gender or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons.

REPORTING PROCEDURES

- An employee who believes he or she has been subjected to sexual harassment by anyone, including supervisors, co-workers, students, shall immediately report the sexual harassment to either the Director or the Board.
- A student who believes he or she has been subjected to sexual harassment by anyone shall immediately report the sexual harassment to either the Director or adult employee.
- Any School employee, who is aware of sexual harassment, whether or not that employee is a victim of harassment, has an obligation to report such harassment either to the Director or the Board.
- Any student who is aware of sexual harassment, whether or not that student is a victim of harassment, has an obligation to report such harassment to either the Director, or any other adult employee.
- While complaints can be filed orally or in writing, they should be placed in writing and signed, and should include the specific nature of the harassment, corresponding dates, the name(s) of the harasser, and any witnesses.

CONFIDENTIALITY AND NON-RETALIATION

- The identities of the parties involved shall be kept confidential to the extent possible.
- No School employee or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or their witnesses during or after the presentation, processing, and resolution of a complaint.

INVESTIGATION OF THE COMPLAINT

- The School shall provide prompt, complete, independent, and impartial investigation of the complaint. The investigation will be conducted by the Board or his/her designee.
- The investigator shall, in accordance with existing School's policies, thoroughly investigate the complaint, notify the person who has been accused of harassment, and obtain a response to the allegation. If possible, the investigation shall be completed within ten (10) school/work days after receipt of the written complaint. The investigator shall prepare a written report within fifteen (15) school/work days summarizing the findings of the investigation.
- The objective of the investigation shall be:
 - to establish, if possible, whether the allegations are true;
 - to determine whether the alleged conduct constitutes sexual harassment;
 - to determine whether remedial action is needed, and if so, to act promptly; and
 - to maintain confidentiality to the greatest extent possible. However, there shall be no promise or guarantee of strict or absolute confidentiality.
- The investigator shall prepare a written report which shall include:
 - a summary of the allegations and accused's response;
 - a summary of the persons interviewed and an assessment of their credibility;
 - a presentation of the findings of fact;
 - a discussion of the conclusions about the allegation; and
 - a discussion of the recommendations for the remedial or other corrective action.

- The complainant and the alleged harasser will be advised as quickly as possible of the specific findings and conclusions of the investigation.
- If a conclusion is reached that harassment occurred, the harasser shall be subject to such disciplinary action as deemed appropriate by the Director. If a conclusion is reached that harassment has not occurred, the harasser should be informed that no disciplinary action will occur and that no documentation of the complaint or the investigation will be placed in his or her personnel or student file.
- If the complainant wishes to appeal the decision of the investigator, he/she may submit a signed statement of appeal to the Board within five (5) school/work days after receipt of the investigator's response. The Board shall review the investigator's report and all supporting documentation, formulate a conclusion, and respond in writing to the appeal within ten (10) school/work days.

MONITORING

The Director or Board will, at periodic intervals, follow-up to make sure that any sexual harassment that has been found to occur has not been repeated and to ensure that no retaliatory action has been taken against the complainant.