

Crown Pointe Academy is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The school is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, transgender status, national origin, religion, ancestry or need for special education services.

Accordingly, no otherwise qualified student, employee applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination from any Crown Pointe Academy program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital sex), sexual orientation, transgender status, disability or need for special education services.

Discrimination against employees and applicants for employment based on age is also prohibited in accordance with state and federal law.

In keeping with these statements, the following shall be objectives of Crown Pointe Academy:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socioeconomic, racial, ethnic or gender groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he or she lives.
5. To initiate a process of reviewing all policies and practices of Crown Pointe Academy in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or discrimination in violation of Institute policy.

### **Annual Notice**

Crown Pointe Academy shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the school is offered without regard to race, color, sex, (which includes marital status), sexual orientation, transgender, religion, national origin, ancestry, creed, age, disability or need for special education services. The announcement shall also include the name/title,

address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities. The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

The notice shall appear on a continuing basis in all school media containing general information, including: teachers' guides, school publications, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

### **Harassment is Prohibited**

Harassment based on a person's race, color, national origin, religion, ancestry, creed, religion, sex (which includes marital status), sexual orientation, transgender status, disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work and members of the public can access and receive the benefit of the school facilities and programs. All such harassment, by school employees, students and third parties, is strictly prohibited.

All school employees and students share the responsibility to ensure that harassment does not occur at Crown Pointe Academy, on the property, at any school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any school curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written and physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, transgender status, disability or need for special education services that:

- 1) results in physical, emotional or mental harm, or damage to property;
- 2) is so severe, persistent, or pervasive that it creates an intimidating, hostile, or threatening environment; or
- 3) substantially disrupts the orderly operation of the school. Board policy on sexual harassment will apply to complaints alleging sexual harassment.

## **Reporting Harassment**

Any student who believes he or she has been victim of unlawful discrimination or harassment as defined in this policy shall immediately report it to an administrator, counselor, teacher, or compliance officer and file a formal complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment, or member of the public who believes he or she has been a victim of unlawful discrimination or harassment shall file a complaint with the compliance officer.

All students who witness such harassment shall immediately report it to an administrator or teacher. All employees who have such harassment reported to them shall promptly forward the report to an immediate supervisor to the compliance officer.

All school employees who witness such harassment shall take prompt and effective action to stop it, as prescribed by Crown Pointe Academy. Under certain circumstances, harassment may constitute child abuse that must be reported to proper authorities.

## **Interim School Action**

When appropriate, the School shall take interim measures during the investigation of a harassment report to protect the alleged subject of the harassment from further harassment or retaliation.

In cases involving potential criminal conduct, the compliance officer shall determine whether appropriate law enforcement officials should be notified.

## **Action Following Investigation**

The school shall take appropriate action to end the unlawful harassment, to prevent its recurrence, to prevent retaliation against the individual making the report and anyone participating in the investigation and to restore lost educational opportunities to the harassed student or employment opportunities to staff. In addition, any student or employee who engages in harassment of another student or employee who engages in harassment of another student or employee shall be disciplined according to applicable school policies. Steps shall also be taken to ensure that victims of, and witnesses to, harassment are protected from retaliation. Further, students or employees who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment.

No student, employee, or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy. To the extent possible, all reports of harassment

will be kept confidential. Upon determining that incidents of harassment are occurring in particular school settings or activities, the school shall implement measures designed to remedy the problem in those areas or activities.

### **Notice and Training**

To reduce harassment and ensure a respectful school environment, the school Staff is responsible for providing notice of this policy to all staff members. The policy and compliance process shall be incorporated into student and employee handbooks.

Students and school employees shall receive periodic training related to recognizing and preventing unlawful harassment. School employees shall receive additional training related to handling reports of harassment. The training will include, but not be limited to:

- Awareness of groups protected under state and federal law and/or targeted groups, whether real or perceived;
- How to recognize and react to harassment; and
- Proven harassment prevention strategies

**Adopted:** January 7, 2006; November 11, 2015

**Reviewed:** October 2015

**Revised:** March 2014 Renumbered D50 ACA CPA 1 to D50 AC CPA 1 after D 50 policy rewrite 2015 name change to Nondiscrimination/Equal Opportunity Policy.

**Rationale:** written to acknowledge charter waiver of district policy. 2015 total rewrite to To be aligned with Colorado Charter School Institute, new authorizer.