

Nondiscrimination/Affirmative Action

The Affirmative Action Officer appointed by the Board of Trustees is Arthur Motz. He has the responsibility to facilitate, oversee and ensure the development and implementation of school and classroom practices plans, employment and contract practices plan, school desegregation plan and section 504 plans, as well as related inter-program coordination. The affirmative action officer shall ensure that the charter school upholds all regulations, codes and laws related to equity in the schools.

The Board of Trustees shall maintain an instructional and working environment that is free from harassment of any kind. The Director will make it clear to all staff, pupils and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in the affirmative action in-service programs required by law for all staff.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. Submission to the conduct or communication is made a term or condition of employment or education;
- B. Submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment or education;
- C. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance or education;
- D. The conduct or communication has the effect of creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment of staff or children interferes with the learning process and will not be tolerated in the Galloway Community Charter School. Harassment by board members, employees, parents, students, vendors and others doing business with the charter school is prohibited. Any child or staff member who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the affirmative action officer or director. Anyone else who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the Director or board president. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including dismissal. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Director/board.

Staff or pupils may file a formal grievance related to harassment on any of the grounds addressed in this policy. The affirmative action officer will receive all complaints and carry out a prompt and thorough investigation, and will protect the rights of both the person making the complaint and the alleged harasser. Findings of discrimination or harassment will result in appropriate disciplinary action.

In implementing affirmative action, the charter school shall:

- A. Identify and correct the denial of equality of educational opportunities for pupils solely on the basis of any classification protected by law;
- B. Continually re-examine and modify, as may be necessary, its school and classroom programs; location and use of facilities; its curriculum development program and its instructional practices.

In addition to prohibiting educational and employment decisions based on nonapplicable disabling condition, the charter school shall, as much as feasible, make facilities accessible to disabled pupils, employees and members of the community as intended by Section 504 and as specified in the administrative code.