

## **Non-Discrimination**

In affirming that there shall be no discrimination, harassment, or violence against anyone in the school, the Board intends this regulation to define what constitutes a violation of the nondiscrimination policy and to provide processes to prohibit discrimination, harassment, and violence. This regulation is further intended to delineate procedures to resolve conflicts that arise and to ensure accountability.

It is recognized that discrimination or harassment complaints may arise from a variety of situations and circumstances. Students and adults are encouraged to report concerns of discrimination, whether actual or perceived, so that they may be investigated and resolved, either through discipline or education.

It is the intent of these procedures to assure that discrimination or harassment complaints are resolved in a timely, orderly, and equitable manner that serves to fulfill the intent of the Board policy against discrimination. All administrators are required to make a conscientious effort to fully understand the nature and basis of any discrimination or harassment complaint and resolve it or refer it to the appropriate source for resolution in a timely manner.

The filing of a discrimination or harassment complaint will not be used as a basis for actions that adversely affect any party's standing in the school system.

The School will support teachers and administrators in promoting high standards of academic scholarship in a safe, non-threatening environment that respects the potential of each student without regard for individual differences. Students will have an opportunity to participate in discussions advocating nondiscrimination.

### **Procedure for Reporting Harassment or Discriminatory Treatment**

#### **1. Mandatory Reporting**

Personnel shall immediately report to the Human Resources Generalist or Principal any unlawful harassment or discrimination to which he/she is subjected, observes, or becomes aware, and which the individual considers to be unlawful harassment, based on a protected status, or which the individual believes constitutes unlawful discrimination. If the report concerns sexual harassment, the individual may request that a person of the same gender be designated to receive the report from the individual. If the unlawful harassment or discrimination involves the Human Resources Generalist, personnel may report the harassment or discrimination to the Principal. If the

unlawful harassment or discrimination involves the Principal, personnel may report the harassment or discrimination to the Board President. If the unlawful harassment or discrimination involves the Board President, the personnel may report it to another Board Member or the School's legal counsel. Personnel will not be subject to any retaliatory action as a result of reporting conduct that the individual believes to be unlawful harassment or discrimination.

Any supervisor receiving a complaint of discrimination or harassment shall immediately report it directly to the Principal, or if the complaint involves the Principal to the Board President.

## **2. Confidentiality**

Information concerning an individual's claim of unlawful harassment or discrimination will be treated confidentially and disclosed only to those with a "need to know."

## **3. Investigation**

Once a complaint of unlawful harassment or discrimination has been reported, the complaint will be investigated by the Principal, or other person(s) designated by the Principal as soon as reasonably possible. If the complaint of unlawful harassment or discrimination involves the Principal, the investigation will be conducted by a committee of Board Members, an outside human resources consultant, or in such other manner as the Board may deem appropriate, in its sole discretion. If the complaint of harassment or conduct involves a Board Member, an outside human resources consultant will typically be assigned to conduct the investigation. The complaining party, the accused, and any witnesses may be interviewed separately to establish the facts of the situation. An individual shall not be subjected to retaliatory action as a result of cooperating with, or participating in, an investigation.

## **4. Resolution**

After the facts have been determined, both the individual who brought the complaint and the individual(s) accused of unlawful harassment or discrimination will be advised of the results of the investigation. If the investigation substantiates the complaint, appropriate action will be initiated.

## **5. Retaliation**

An individual shall not be harassed, intimidated or subjected to retaliation for reporting unlawful harassment or discrimination, or for cooperating with or participating in any investigation of harassment or discrimination. An individual must immediately report retaliation to which he/she is objected, in the same manner as a complaint of unlawful harassment or discrimination in accordance with the reporting procedure outlined above.

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