

# CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Administrative Procedure Manual
<b>Section</b>	Chapter 5 Human Resources
<b>Title</b>	AP 5240 Prohibition of Harassment and Discrimination
<b>Number</b>	AP 5240 Prohibition of Harassment and Discrimination
<b>Status</b>	Active
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CHPA is committed to providing all staff, students, parents and community members with a safe and supportive working and learning environment. Disrespect among the school community is unacceptable behavior which threatens to disrupt this environment. The following is a summary of definitions and processes regarding the prohibition of harassment and discrimination:

**Definitions:**

**School Community:** all school employees, students, parents, teachers, support staff, administrators, bus drivers, custodians, coaches, school board members, contractors, unpaid volunteers, all other visitors and agents of the school.

**Harassment:** verbal or physical conduct which has the purpose or effect of substantially interfering with any agent of the school community, employee's or students' performance or creating an intimidating, hostile or offensive environment.

**Discrimination:** the unjust or prejudicial treatment of different categories of people or things, especially on the grounds of race, age, sex, or any other protected class.

**Reporting Harassment:**

Harassment cannot be investigated or corrected by CHPA until CHPA is made aware of such harassment/discrimination. Therefore, persons are encouraged to report all incidences of harassment/discrimination to either a supervisor or principal in their building and file a formal grievance, as set forth in policy BP 5080 Employee Grievances.

All matters involving harassment/discrimination reports shall remain confidential to the extent possible as long as doing so does not preclude CHPA from responding effectively to the harassment/discrimination or preventing future incidents. Filing of a grievance or otherwise reporting harassment/discrimination shall not reflect upon the individual's employment status.

**Receiving Harassment/Discrimination Reports:**

All harassment/discrimination reports shall be forwarded to the Human Resources Director. The HR Director shall keep a confidential log, separate from other school records, wherein reports of harassment/discrimination shall be recorded. The purpose of such a log is to aide legal counsel in the investigation of harassment/discrimination reports and in discovering, investigating and resolving harassment/discrimination problems.

**Interim CHPA Action:**

When appropriate, CHPA shall take interim measures during the investigation of a harassment/discrimination report to protect the alleged subject of the harassment/discrimination from further incidents or retaliation. In cases involving potential criminal conduct, the Executive Director shall determine whether appropriate law enforcement officials should be notified.

**CHPA Action Following Investigation:**

If the conduct is determined to be harassment/discrimination, CHPA shall take action to end the harassment/discrimination, to prevent its recurrence, and to prevent retaliation against the staff member making the report and anyone participating in the investigation. In addition, the offender shall be disciplined according to any applicable discipline policy, BP 5050 Discipline and Dismissals which could include termination of employment.

**Notice and Training:**

Annual training will take place in accordance with state and federal law. Notice of this policy shall be circulated to all CHPA employees and departments and incorporated in all Employee and Student Handbooks.

**Last Revised**

December 6, 2017