

RCHS Policy Against Harassment

It is the policy and practice of Raleigh Charter High School (RCHS) to maintain and foster an environment in which all employees, students and other community members are treated with decency and respect. Accordingly, RCHS has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct towards any employee, student, contractor, or other person in our school will be tolerated. RCHS is committed to enforcing its policy at all levels within RCHS, and any community member who engages in prohibited discrimination or harassment will be subject to appropriate discipline, up to and including immediate discharge from employment for a first offense.

This policy is equally applicable to RCHS students, volunteers, parents, directors and vendors, and RCHS reserves the right to preclude such individuals from participation in or doing business with RCHS to the extent they engage in conduct prohibited by this policy.

Every employee should be aware that all managers and supervisors are absolutely prohibited from making any decision regarding job assignment or reassignment, performance evaluation, compensation, promotion or demotion, termination or commencement of employment, or any other decision involving any tangible employment action, based in whole or in any part on any person's exposure to, submission to, acquiescence in, or complaint about, sexual harassment or any other form of unlawful harassment or discrimination.

Conduct Covered by this Policy:

This policy applies to and prohibits all forms of illegal harassment and discrimination, not only sexual harassment. Accordingly, RCHS **absolutely prohibits** harassment or discrimination based on sex, age, disability, perceived disability, marital status, personal appearance, sexual orientation, gender identity, race, color, religion, national origin, veteran status or any other legally protected characteristic.

Because confusion often arises concerning the meaning of sexual harassment in particular, it deserves special mention. Sexual harassment may take many forms, including the following:

- Offensive and unwelcome sexual invitations, whether or not the employee submits to the invitation, and particularly when a spoken or implied quid pro quo for sexual favors is a benefit of employment or continued employment;
- Offensive and unwelcome conduct of a sexual nature, including sexually-graphic spoken comments; offensive comments transmitted by e-mail or another messaging system; offensive or suggestive images or graphics whether physically present on RCHS's premises or accessed over the Internet; or the possession of or use of sexually suggestive objects; and

- Offensive and unwelcome physical contact of a sexual nature, including the touching of another's body; the touching or display of one's own body, or any similar contact.

Computer Messaging and Information Systems:

All members of the RCHS community are particularly cautioned that the use of e-mail, voice mail, or other electronic messaging systems, or the Internet, may give rise to liability for harassment. Community members may not generate, should not receive, and must not forward, any message or graphic that might be taken as offensive based on sex, gender, or other protected characteristic. This includes, for example, the generation or forwarding of offensive "humor" which contains sexually-offensive terms, or terms which are offensive to any race, religion, national origin group, or other protected group.

Anyone receiving offensive messages over RCHS computer equipment, or receiving other unlawfully offensive messages or graphics over RCHS computer equipment, should report those messages to an administrator (principal or academic dean) or Board member.

Everyone is reminded that RCHS computers and the data generated on, stored in, or transmitted to or from RCHS computers remain the property of RCHS for all purposes. No one is authorized to use any RCHS computer, computer system, network, or software for the preparation, transmission, or receipt of sexually offensive messages or graphics, or for other messages or graphics which might be taken as offensive based on any other protected characteristic.

All users are reminded that RCHS retains the right to monitor its computers, computer systems, and networks to ensure compliance with this requirement.

Mandatory Procedures in Cases of Harassment:

Any RCHS community member who believes that she or he has been subjected to unlawful harassment of any kind has the responsibility to report the harassment immediately to an administrator or a Board member.

RCHS is committed to taking all reasonable steps to prevent harassment, and will make every reasonable effort promptly and completely to address and correct any harassment that may occur. However, RCHS cannot take prompt and effective remedial action unless each person assumes the responsibility of reporting any incident of harassment immediately.