

COLLEGIATE ACADEMIES

Discrimination & Harassment Policy

Harassment Prohibited

Collegiate Academies strives to maintain an academic and work environment free from discrimination and harassment, where all employees and students are treated with respect, dignity and courtesy. To this end, Collegiate Academies considers unacceptable any conduct or comments regarding a person's age, race, color, religion, sex, gender, national origin, sexual orientation, disability, or other protected characteristic that fail to respect the dignity or feelings of the individual. Accordingly, discriminatory conduct or conduct characterized as harassment is prohibited.

In general, ethnic or racial slurs and other verbal or physical conduct relating to a person's sex, race, color, religion, age, national origin, sexual orientation, disability or other protected characteristic constitute harassment when they unreasonably interfere with a person's work or academic performance and/or create an intimidating, hostile, or offensive work or academic environment.

Title IX

Title IX of the Education Amendments Act of 1972 (Title IX) provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. In accordance with Title IX, Collegiate Academies strictly prohibits any form of unlawful discrimination on the basis of sex.

Inquiries concerning Collegiate Academies' compliance with Title IX or complaints about possible discrimination may be directed to the network Title IX Coordinator:

Rebecca Motley

Email: rmotley@collegiateacademies.org

Office Address: 7301 Dywer Road, New Orleans, LA 70136

Office Phone: (504) 503-0008

Sexual harassment has been defined by federal and state law to include: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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The types of conduct prohibited by this policy include, but are not limited to:

1. Any demand for sexual favors that are accompanied by a promise of favorable job treatment or a threat concerning the employee's employment or the terms and conditions thereof.
2. Subtle pressure for sexual favors, including implying or threatening that an applicant's or employee's cooperation of a sexual nature (or refusal thereof) will have any effect on the person's employment or future job opportunities.
3. Repeated offensive or unwelcome sexual flirtations and advances; verbal comments, jokes or innuendo of a sexual nature; words or gesture of a sexual nature used to describe a person or depict a situation; or the display of sexually suggestive objects or pictures.
4. Faculty behavior with respect to students must always be above suspicion. Any hint of irresponsible behavior towards a student is a breach of trust. All sexual advances towards or with respect to students are prohibited, even if the student appears accepting of them.

Pregnant & Parenting Students

The U.S. Department of Education regulations concerning pregnancy and related conditions provide that a school that is a recipient of federal funding shall not discriminate against any student on the basis of pregnancy, childbirth, and false pregnancy, termination of pregnancy or recovery from these conditions. Title IX protects the rights of expectant and parenting students, and encompassed in that protection is the right to a safe and supportive school environment that promotes high school graduation.

In accordance with Title IX, Collegiate Academies schools are prohibited from excluding a pregnant student from participating in any part of an educational program on the basis of her condition. Schools may implement special instructional programs to support pregnant and parenting students, but participation will be completely voluntary on the part of the student.

Collegiate Academies schools must give all students who might be, are, or have been pregnant the same access to school programs and educational opportunities that other students have. All absences due to medical conditions relating to pregnancy will be excused for as long as the student's doctor deems the absence medically necessary. To promote academic success, the student will be given the opportunity to make up missed work, with the goal of having the student graduate on time; if possible, and if

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desired by the student. These rules supersede any classroom based attendance policy/practices regarding allowable numbers of absences.

A student may be offered alternatives to making up missed work, such as retaking a semester, taking part in an online course credit recovery program, or allowing the student additional time in a program to continue at the same pace and finish at a later date, especially after longer periods of leave.

Except as otherwise required by law and to the extent practicable, Collegiate Academies employees will strive to protect and maintain confidentiality in supporting expectant and parenting students.

All Other Discrimination and Harassment

It is the policy of Collegiate Academies that no discriminatory conduct by or against our employees will be tolerated. Harassment of any form is prohibited, including, but not limited to: verbal, physical, or visual harassment of any kind; any form of sexual harassment (see description above); ethnic slurs; and creating or maintaining an intimidating, hostile or offensive environment. Harassment is prohibited in all relationships at the school including, but not limited to relationships between staff members, between staff and students or between staff members and parents/guardians of students.

Reporting, Investigation, and Remediation

If an employee or student believes that he or she has experienced harassment, unlawful discrimination, or has been subjected to an intimidating or hostile environment, or an employee, student, or parent believes that he or she has witnessed harassment or unlawful discrimination, that employee, student, or parent should immediately notify the School Leader, Director of Finance and Operations, or Director of Curriculum and Instruction. If harassment has occurred by the School Leader, the employee, student or parent should immediately notify the CEO. If harassment has occurred by the CEO, the employee, student, or parent should immediately notify the Board Chair.

All reports of harassment will be promptly investigated by the School Leader, CEO, Board Chair, or a designee who is not involved in the alleged harassment, and will be kept confidential to the extent possible.

If an investigation confirms that harassment by has occurred, the School Leader/CEO/Board Chair will take appropriate corrective action, which may, upon a determination by the School Leader/CEO/Board Chair, include, but not be limited to, an official memorandum in an employee's personnel file or the termination of the offending employee. Confirmed allegations of unlawful harassment committed by a student will be handled in accordance with the Student Code of Conduct and all applicable state and

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federal laws and accompanying regulations. Documentation of the event, the investigation, and the remediation will be kept for at least seven (7) years. Anyone reporting a complaint of harassment must act in good faith and have reasonable grounds for believing the conduct constituted harassment. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and can result in disciplinary action up to and including termination.