Notice of Nondiscrimination

St. Mary's Charter School (the "School") strictly prohibits discrimination, including harassment, against an employee on the basis of race, color, religion, gender, national origin, age, disability, genetic information, or any other legally protected classification. Retaliation against anyone involved in the complaint process is also a violation of School policy.

For purposes of this policy, "employee" includes current employees, volunteers and applicants for employment.

Discrimination

Discrimination is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, genetic information or any other basis prohibited by law, that adversely affects his or her employment.

Harassment

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on his or her race, color, religion, gender, national origin, age, disability, genetic information or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Adversely affects the employee's performance, environment or employment in some other manner.

Sexual Harassment

The School will not tolerate sexual harassment, and has developed a separate policy covering that topic. *See* Board Policy 4.14.1 (Sexual Harassment Prohibition).

Retaliation

The School expressly prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or an employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate or participate in an investigation regarding discrimination or harassment is subject to discipline, up to and including termination of employment.

Reporting Prohibited Conduct

An employee who believes that he or she has experienced prohibited conduct, or that another employee has experienced prohibited conduct, should immediately report the alleged conduct to the Principal or his or her supervisor, or to one of the School officials identified below. .

In this policy, "prohibited conduct" includes discrimination, harassment and retaliation, even if the behavior does not rise to the level of unlawful conduct.

Title IX Coordinator

Reports of prohibited conduct based on gender, including sexual harassment, may be directed to the Title IX Coordinator:

Name: Stan Simonson
Position: Superintendent
Address: 507 N Filmore Beeville, TX 78102
Telephone: 361.358.5601

Section 504 Coordinator

Reports of prohibited conduct based on disability may be directed to the Section 504 Coordinator:

Name: Stan Simonson
Position: Superintendent
Address: 507 N Filmore Beeville TX 78102
Telephone: 361.358.5601
Reports of other forms of prohibited conduct may be directed to the Superintendent.

Reports concerning prohibited conduct against the Title IX Coordinator or Section 504 Coordinator may be made to the President of the Board.
Reports concerning prohibited conduct against the Director of Human Resources may be directed to the Board.

Timely Reporting

Employees shall report prohibited conduct as soon as possible after the alleged act or knowledge of the alleged act.

Any supervisor who receives a report of prohibited conduct shall immediately inform the appropriate School official identified above.

Investigating Reports of Prohibited Conduct

The School may request, but not insist upon, a written report describing any alleged prohibited conduct. If a report is made orally, the School official receiving the report shall reduce the report to writing.

After receiving a report or notice of a report, the appropriate School official shall determine if the allegations, if proven, would constitute prohibited conduct under this policy. If so, the School official shall immediately authorize or conduct an investigation, regardless of whether a criminal or regulatory investigation concerning the allegations is pending. The investigation may be conducted by the School official or designee, or by a third party authorized by the School, such as an attorney. The employee's Principal or supervisor shall be notified of the investigation, if appropriate.

The investigation may consist of personal interviews of individuals with knowledge of the allegations, including the person making the report, and the person against whom the report is filed. The investigation may also include consideration of documents or other information concerning the allegations.

If appropriate, the School shall take prompt action to prevent prohibited conduct from occurring during the course of the investigation.

Concluding the Investigation

Investigations of prohibited conduct should be completed as soon as reasonably possible and appropriate under the circumstances.

The investigator shall prepare a written report of the investigation, and provide the report to the School official overseeing the investigation.

School Action

If an investigation indicates that prohibited conduct occurred, the School shall promptly take appropriate disciplinary or corrective action to address the conduct.

The School may also take action following an investigation, even if the alleged conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

The School shall respect the privacy of all individuals involved in a report or investigation of prohibited conduct. Limited disclosures may be necessary.

Appeal
A complainant who is dissatisfied with the outcome of an investigation may appeal through the PG 4.5 (Employee Complaints and Grievances).

Records Retention
Copies of reports alleging prohibited conduct, investigation reports, and other related records shall be maintained at least three years.

Distribution of Policy
The Director of Human Resources or designee shall ensure that this policy and accompanying procedures are made available to all employees through the School's Employee Handbook.