



Book	Board of Trustees Policy
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**Agora Cyber Charter School
1018 W 8th Ave
King of Prussia, PA 19406
Board of Trustees Policy**

HARASSMENT AND THREATS TO STAFF POLICY

Board of Trustees ("Board") of the Agora Cyber Charter School ("Charter School") recognizes the need to provide a safe, positive learning environment for its employees. refore, it shall be the policy of the Board to maintain an employment environment in which harassment or threats in any form are not tolerated.

The Board prohibits all forms of harassment of employees or threats by other Charter School employees, Charter School students, contracted individuals, vendors, and other third parties on Charter School property, during Charter School sponsored events or at any other time during, or as a result of, the performance of their job responsibilities. The Board encourages employees who have been harassed or threatened to promptly report such incidents to their immediate supervisor.

The Board directs that complaints of harassment or threats be investigated promptly and corrective action be taken when allegations are verified. The confidentiality of all parties shall be maintained, consistent with the Charter School's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment or threats.

Definitions

Harassment consists of systematic and/or continued unwanted and unwelcome actions including but not limited to verbal, written, graphic or physical conduct.

Threats shall consist of any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause physical harm to persons or property.

All Charter School staff shall be responsible in maintaining a working environment free from all forms of harassment and threats.

The Charter School employee's immediate supervisor shall be designated to receive complaints of harassment or threats. Such complaints must be immediately forwarded to the Director of Human Resources in writing. If an immediate supervisor is the subject of the complaint, the complainant shall report the complaint directly to the Director of Human Resources or Chief Executive Officer ("CEO").

Complaint Process

1. A Charter School employee shall report a complaint of harassment or threat, orally or in writing, to his/her immediate supervisor, who shall inform the employee of his/her rights and of the complaint process.
2. The immediate supervisor shall immediately notify the Director of Human Resources and the CEO. The Director of Human Resources shall then conduct an impartial, thorough and confidential investigation of the alleged harassment or threat.
3. In determining whether the alleged conduct constitutes harassment or threat, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.
4. The Director of Human Resources shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The findings of the investigation shall be provided to the complainant, the accused, the CEO and others directly involved, as appropriate.
5. If the investigation results in a substantiated charge of harassment or threat, the Charter School shall take prompt corrective action to ensure the harassment or threats cease and will not reoccur.

A substantiated charge against a Charter School staff member shall subject such staff member to disciplinary action, up to and including termination. If it is concluded that an employee has made false accusations, such employee shall be subject to disciplinary action, up to and including termination.

If the complainant or accused is not satisfied with the decision of the Director of Human Resources, the employee may file a written appeal to the CEO.

The CEO shall review the initial investigation and report and may also conduct an investigation into the matter, if the CEO deems such investigation is necessary. The CEO shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, and others directly involved, as appropriate.

The CEO or designee will report any complaints that may be of a criminal nature to the local police for possible prosecution.

Nothing contained in this policy shall prevent an employee from filing a complaint with the Equal Employment Opportunity Commission, the Pennsylvania Human Relations Commission, the police, or other legal authorities.

There shall be no retaliation against any person who has, in good faith, complained of harassment or threats, reported a complaint, assisted in the reporting of such a complaint, served as a witness or representative of the complainant, rejected sexual advances or harassment by others, or who has otherwise taken any reasonable action to stop unlawful harassment or threatening. Any individual who believes he or she has been subject to retaliation should report the matter immediately to the CEO and/or the Director of Human Resources.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.