

## **EQUAL EMPLOYMENT OPPORTUNITY**

Lift For Life Academy (LFLA) is committed to provide equal employment opportunities to all employees and applicants. Our employment policies and practices provide equal opportunity to all applicants without regard to age, race, religion, sex, gender, sexual orientation, national origin, disability or any other category/status protected by applicable Federal, State or local laws. All personnel decisions will be based solely on an individual's qualifications as they relate directly to the requirements of the position.

All employees are expected to cooperate with and support LFLA's Equal Opportunity Policy and Programs. We believe that equal opportunity is not only good citizenship, but good business. It allows us to make the best possible use of our most valuable asset, our people.

Any employee with questions or concerns about any type of discrimination, harassment or bullying in the workplace is encouraged to bring these issues to the Executive Director, Deputy Director, a Principal and/or Human Resources. Employees can raise issues or concerns without fear of reprisal. Employees found to be engaging in any unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination from employment.

## **ANTI-HARRASSMENT POLICY STATEMENT**

It is the policy of Lift For Life Academy to provide a working environment free of harassment based on sex, race, color, religion, gender, national origin, age, or disability. Any manner or form of such harassment is expressly prohibited. This policy is established to discourage harassment of employees, to provide a procedure for investigating and processing complaints, and to provide a basis for disciplining employees who engage in harassing conduct.

### **Definition**

Harassment, in general, is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age or disability, or that of his/her relatives, friends, or associates and that (a) has the purpose or effect of unreasonably interfering with an individual's work performance, or (b) has the purpose or effect of creating an intimidating, hostile or offensive work environment, or (c) adversely affects an individual's employment opportunities.

## **SEXUAL HARASSMENT POLICY STATEMENT**

It is the policy of Lift For Life Academy to provide its employees with a safe and pleasant environment, which encourages efficient, productive, and creative work. The organization will not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment. While all forms of harassment are prohibited, it is the organization's policy to emphasize that sexual harassment is specifically prohibited. Our employees are encouraged to cooperate fully with this policy and also to report incidents of sexual harassment as outlined here. Violations of this policy will result in disciplinary action, depending on the circumstances, up to and including termination of employment.

### **Definition**

Lift For Life Academy strictly prohibits all forms of sexual harassment. Because the full scope of prohibited conduct is frequently misunderstood, the following is designed to clarify prohibited conduct and the organization's procedure for resolving complaints that this policy has been violated. Sexual harassment of any kind will not be tolerated and may be grounds for immediate termination.

Sexual Harassment includes many forms of offensive behavior and **may** include:

- Unwelcome sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexual degrading words used to described an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct such as touching, assault, impeding or blocking movements.

While sexual harassment is not easy to define, examples include verbal or physical conduct of a sexual nature that (1) has the purpose or effect of creating an intimidating, hostile or offensive working environment as defined by law; or (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Caution: Because it is difficult to predict when conduct or comments might be "unwelcome", or be considered harassment, employees should avoid all such conduct and behave at all times in a professional manner.

### **Procedure**

If you believe you are being sexually harassed, being subjected to unlawful harassment or discrimination in any other form, or if you observe and/or are made aware of such harassment of others, report the incident to the Executive Director, Deputy Director, Human Resources Department or Principal immediately. If you feel it would be inappropriate to discuss the incident with the Executive Director, Deputy Director, Human Resources, or Principal or if the Executive Director, Deputy Director, Principal or Human Resources Department is the subject of your complaint, contact the President or Vice President of the Board of Directors immediately. Harassment of any kind may also be reported anonymously.

All reports of alleged harassment will be investigated and will be handled to the extent possible, in a confidential manner. No person who is the subject of a complaint shall conduct such an investigation or have control over the investigation. Disclosure regarding such matters will be on a need-to-know basis, consistent with the rights of all persons involved, and with the obligation of LFLA to investigate the report and when necessary, to take prompt and appropriate remedial action.

Upon completion of the investigation LFLA will take correction measures against any person who has engaged in harassment in violation of this policy, if it is determined that such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate dismissal. Anyone, regardless of position or title, whom the organization determines has engaged in improper sexual harassment of any kind, will be subject to discipline, up to and including termination.

### **Retaliation Policy**

No employee will be subject to retaliation of any type for reporting an incident of harassment. Any person who retaliates against an employee for reporting harassment will be subject to disciplinary action, up to and including termination of employment.

## **ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES (ADA)**

Lift For Life Academy complies with the Americans With Disabilities Act (ADA) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. LFLA will also provide reasonable accommodation for such individuals in accordance with these laws.

Lift for Life Academy strives to ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment. LFLA will keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files. LFLA will provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on LFLA.

### **Section 504 of the Rehabilitation Act of 1973**

Lift For Life Academy (LFLA) employs formalized procedures and guidelines to insure that our school district is in compliance with Section 504 of the Rehabilitation Act of 1973. The U.S. Congress passed this law that prohibits discrimination on the basis of physical or mental handicap in every federally assisted program or activity in the country. For many years the main thrust of this law has been in the area of employment for individuals with handicaps and for members of minorities. However, within the last several years, the Office of Civil Rights (OCR), charged with the enforcement of Section 504, has become active in the field of education and handicapped individuals. It is important to understand that there are two laws, Section 504 and the Individuals with Disabilities Education Act (IDEA), which protect handicapped students. IDEA provides specific special education regulations where Section 504 does not. Section 504 students generally remain in the regular educational program and special accommodations and services are provided as necessary. Additional information, eligibility requirements, and/or a copy of the Section 504 guidelines may be obtained from Dr. Noble, Deputy Director.

### **Complaint Procedure**

LFLA makes a consistent effort to see that all employees are treated with consideration and fairness.

The Human Resources Department will discuss a problem with any employee at any time and make every effort to expedite resolution. However, problems normally should be handled through the following steps:

A. The manager should discuss the problem with the employee. Usually this will settle most problems.

B. If the employee feels that the issue has not been properly resolved or clarified, or if the employee feels that it is inappropriate to discuss the issue with his/her manager, then the issue should be taken to the Human Resources Department, who should review the problem and attempt to resolve the issue.

### **NCLB Complaint Procedures**

LFLA accepts federal dollars and is required to post complaint procedures under the No Child Left Behind Act of 2001. If you would like to submit a comment or complaint concerning the Academy's federal programs and/or use of federal dollars, then please contact our administrative offices at 314-231-2337 or via mail at:

Federal Programs Coordinator  
1731 South Broadway  
St. Louis, MO 63104

Below are the steps in which the complaint will be addressed.

1. The complaint will be recorded and filed by the Federal Programs Coordinator or a building principal.

2. The complaint will be disseminated to other administrators who oversee federal programs.
3. Informal complaints will be addressed promptly via phone call or through face to face conversation.
4. Formal complaints made will be acknowledged within 15 days of receipt. The State Education Agency (SEA) will be notified within 15 days of receipt.
5. Complaints will be investigated and findings disseminated, including resolutions, to the complainant and LEA's stakeholders when applicable.

Any member of the public may file a formal complaint with the Local Education Agency or Missouri Department of Elementary and Secondary Education. Formal complaints must be written, signed, and include the following:

1. An allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. Facts, including documentary evidence that supports the allegation, and
3. The specific requirement, statute, or regulation being violated.

#### **Parents Right to Know the Highly Qualified Status of Teachers**

- Our district is required to inform parents of their right to know the highly qualified status of teachers under the No Child Left Behind Act of 2001.
- Upon request, our district will provide in a timely manner, the following information:
- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which the state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

#### **ABUSE OR NEGLECT**

Missouri law defines abuse as "...any physical injury, sexual or emotional abuse..."

Missouri law defines neglect as "...failure to provide the proper or necessary support, education as required by law, nutrition, medical, surgical or any other care necessary for a child's well-being..."

Missouri law requires all school personnel to report suspected abuse or neglect of any student.

#### **ABUSE and NEGLECT REPORTING PROCEDURES**

Refer any suspected case of abuse or neglect to an administrator. Teachers are state mandated reporters of abuse and neglect.