



BOARD POLICY ON ANTI-HARASSMENT FOR SCHOLARS

John Adams Academies, Inc. (JAA, the Academy) is committed to providing a school environment free of harassment and disrespectful conduct. This Anti-harassment policy is to respond to potential harassment or prohibited conduct by scholars. Any alleged acts of harassment or prohibited behavior by any employee of the Academy, including administrators, faculty, supervisors and managers, as well as vendors, customers, independent contractors and any other persons will be addressed under the "Anti-harassment Policy for Employees and Management"

The Academy does not tolerate and prohibits conduct that is disrespectful as well as harassment based on sex, race, religion, color, gender or gender identity, national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. All such conduct violates the Academy's policy. The Academy is committed to an educational environment free of discrimination, harassment and retaliation.

The anti-harassment policy applies to all scholars attending the Academy and prohibits harassment and disrespectful conduct by any scholar, including prohibited conduct toward, any other scholar, parent, administrator, faculty, supervisor or manager or employee.

Teachers shall discuss the Anti-harassment Policy with their scholars in age-appropriate ways and should assure them they are not to engage in any prohibited behavior nor should they endure any form of harassment or prohibited behavior.

The following definitions and processes are intended to be read and interpreted in light of language contained in the JAA charter related to scholar behavior and the list of enumerated offenses for suspension and/or expulsion as well as applicable laws.

Harassment Defined

Harassment is defined in this policy as unwelcome verbal, visual or physical conduct creating an intimidating, offensive or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings,

computer displays, social media posts or emails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, Scholars are expected to behave at all times in a professional and respectful manner.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault,
- blocking normal movement;
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- obscene or vulgar gestures, posters or comments;
- sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
- propositions or suggestive or insulting comments of a sexual nature;
- derogatory cartoons, posters and drawings;
- sexually-explicit emails or voicemails;
- uninvited touching of a sexual nature;
- unwelcome sexually-related comments;
- conversation about one's own or someone else's sex life;
- conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- teasing or other conduct directed toward a person because of the person's gender.

Counterproductive Behavior and Bullying

Counterproductive behavior may consist of spreading rumors, displaying negativity, acting out, complaining, not getting along and bullying.

Bullying can be blatant or subtle and consist of communication through words, tone or manner that intimidates, patronizes, threatens, accuses or disrespects another.

This form of disrespectful behavior is offensive and is prohibited. The Academy reserves the right to respond to counterproductive, bullying behavior even when no one has complained or indicated they have been offended.

The following are examples of bullying behavior that are inappropriate:

- Condescending language
- Malicious gossiping
- Insults and behind-the-back put downs
- Berating others
- Angry outbursts
- Assault, or threat of assault
- Damage to a person's work area or property
- Threatening gestures
- Condescending body language

Scholar's Responsibility

Scholars are expected to behave properly, exercise good judgment, and reflect the core values of John Adams Academy. All scholars are expected to take appropriate measures to prevent harassment.

If a scholar believes that they have been the subject of harassment or other prohibited conduct, they are asked to report the incident to any member of the Faculty or Administration. The report should be made as soon as possible after the incident has occurred. The scholar will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. JAA requests that report of harassment be communicated in writing, but this is not mandatory. Complaints of harassment or other prohibited conduct involving scholars will be referred to the Principal. If an employee of the Academy is the subject of the allegations of harassment or prohibited behavior involving a scholar the Principal will advise Human Resources and include Human Resources in the investigation of the complaint under the "Anti-harassment Policy for Employees and Management".

Faculty's Responsibility

It is the responsibility of the Faculty to be alert to any situation that may be perceived as prohibited conduct. If a member of the faculty observes, or is informed, of any prohibited conduct they are to immediately notify the Principal or Dean as soon possible after they are made aware of the incident/s. They will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. The Principal or Dean will immediately undertake an effective, thorough and objective investigation of the allegations of scholar behavior.

If it is determined that harassment or other prohibited conduct has occurred effective remedial action will be taken in accordance with the circumstances involved. Any

scholar determined by the Academy to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action up to and including expulsion as outlined in the John Adams Academy Charter. Every effort will be made to keep the source of the report confidential except where the Academy finds disclosure necessary for resolution.

Retaliation is prohibited

This policy strictly prohibits any retaliation against a scholar or other person that reports a concern about harassment or other inappropriate conduct. Retaliation includes any adverse action taken against a scholar or employee for filing a complaint or supporting another person's complaint.

John Adams Academy encourages all scholars to **immediately** report any incidents of harassment or other prohibited conduct forbidden by this policy so that complaints can be quickly and fairly resolved.

If a scholar believes their complaint has not been resolved or that they have been retaliated against for complaining, they are encouraged to discuss their concerns with the Principal or Dean.