

**NEW FRONTIERS CHARTER SCHOOL
SEXUAL HARASSMENT GRIEVANCE POLICY AND PROCEDURE**

Sexual harassment is unacceptable conduct and will not be condoned in any form at New Frontiers Charter School. This policy is part of the school's effort to maintain a learning and working environment free from sexual harassment. While this problem can seriously affect all members of an educational community, sexual harassment can be particularly devastating to our student population. Therefore, NFCS will take all measures required to ensure the safety and well-being regarding this matter for everyone employed and attending this learning institution.

What is sexual harassment?

Simply stated, sexual harassment is any unwelcome work or action of a sexual nature.

EXAMPLES OF STUDENT-TO-STUDENT SEXUAL HARASSMENT:

- Sexual or "dirty" joke
- Unwanted sexual touching
- Overly personal conversations
- Graffiti of a sexual nature
- Spreading rumors about or rating other students as to their sexual activity or performance
- Displaying or distributing of sexually explicit drawings, pictures, and written materials

EXAMPLES OF EMPLOYEE-TO-STUDENT SEXUAL HARASSMENT:

- Engaging in sexually oriented conversations with students
- Phoning students at home to solicit inappropriate social relationships
- Making comments about a student's body parts or telling them they look "sexy"
- Touching students in a way that makes them feel uncomfortable

Q: What can a student do if confronted with sexual harassment?

A: A student who believes he or she has been sexually harassed (or a parent who believes that his or her child has been harassed) should immediately report it to the school principal or Guidance Counselor, Norma Arshad. [New Frontiers Charter School, 4018 S. Presa, San Antonio, TX 78223. 210.533.3655 ext. 3226].

A formal complaint must be taken in writing and will be filed and investigated through our school's Guidance Counselor. Complainants (those filing the complaint) are encouraged to file a charge as soon as possible after an alleged incident of sexual harassment has occurred. Complaints should be filed within 2 months or 60 calendar

days following an incident. All parties involved will be given notice of the complaint as well as the opportunity to present witnesses and other evidence.

Complainants (those filing the complaint) will be kept informed of the status of their complaints, and a final resolution must be reached within 30 days of the written complaints. At this time, all parties involved will be given notice of this resolution or final outcome. All measures will be taken to ensure the confidentiality of everyone involved. Measures will also be taken to prevent any retaliation due to the filing of sexual harassment complaints.

Any questions or concerns regarding this grievance policy and/or procedure should be directed to Guidance Counselor, Norma Arshad @ 210-533-3655 ext. 3226.