Learning Community Charter School District

Home

To Regulation

Search District Policies District Policies TOC

District Policy

JLF comments to

3351 - HEALTHY WORKPLACE ENVIRONMENT

8.19.26

Section:TeachingStaffMembersDateCreated:May2013
Date Edited: May 2013

The Board of Trustees recognizes a healthy workplace environment enables school administrative and teaching staff members to fully contribute their expertise and skills to their school responsibilities. A healthy workplace environment can advance the School's charter mission, improve productivity and accountability, reduce absenteeism, and reduce staff turnover while having a positive impact on the school's programs provided to pupils in the school.

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school. Malicious, crude, disrespectful or bullyingconduct of an employee or group of employees directed toward another employee or group of employees in the workplace that a reasonable person would find hostile or offensive is unacceptable and is not conducive to establishing or maintaining a healthy workplace environment. This unacceptable conduct may include, but is not limited to, infliction of verbal abuse such as the use of derogatory remarks; insults; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance.

Unacceptable conduct, for the purposes of this policy, is not conduct toward an employee of a protected class or because of the employee's protected activity. These employees and activities are afforded the legal protections under various Federal and State anti-discrimination laws. In addition, unacceptable conduct for the purposes of this policy shall not be confused with conduct of management employees exercising management rights including, but not limited to, assigning tasks, reprimanding, assigning discipline, or directing.

Employees who believe the conduct prohibited by this policy has been directed toward them or to another employee of the school shall report it to the Head of School. The report shall be in writing if possible, or followed up by a written report, and provide specific details supporting the claim including, but not limited to, the specific conduct; the names of witnesses (if any) who may have observed such conduct; dates or times when such conduct occurred; and any other information the person(s) making the report believes will be informative and helpful to an investigation of the allegations. Upon receipt of a report, the Head of School or designee will conduct an investigation and upon completion of the investigation will inform the person(s) who made the report such an investigation was completed. The amount of investigation information shared with the person(s) making the report will be at the discretion of the Head of School or designee and may vary depending on the circumstances.

If the investigation determines conduct prohibited by this policy has taken place, the Chief School Administrator or designee will meet with the offender(s) and the victim(s) to review the investigation results and to implement remedial measures to ensure such conduct does not continue or reoccur. Appropriate disciplinary action may be taken depending on the severity of conduct.

There shall be no reprisals or retaliation against any person(s) who reports conduct prohibited by this policy.

Adopted: 14 May 2013