

Admission Policy

Esperanza Elementary, as an open enrollment public charter school, aligns with the state law and policy regarding student admission. The governing board of Trustees supports a policy that prohibits discrimination based on race, creed, color, gender, religious affiliation, ancestry, disability, or need for special education services. The only category where preference is given is to siblings of admitted students and to children of founders, teachers and staff (up to five percent of total enrollment).

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Esperanza Elementary to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability or any other characteristic protected by law. Esperanza Elementary complies with applicable state and local laws governing non-discrimination in employment.

Federally protected class: Any group protected from discrimination under federal law. These groups include race, color, national origin, disability, religion, gender, and sexual orientation. Policies against bullying, cyberbullying, harassment and hazing apply to all persons, but there are special reporting requirements for federally protected classes.

Harassment: Repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual. Sexual harassment involves unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace (including electronically) of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment, that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

Esperanza Elementary is committed to complying with all applicable provisions of the Americans with Disabilities Act

("ADA"). It is the school's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the school will provide reasonable accommodations to a qualified individual

with a disability, as defined by the ADA, who has made the school aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the school.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should inform the school principal.

Uniform Complain Procedure

Where and How to File A Complaint

Esperanza Elementary School requires complaints to include the following:

Be written

Be made by the person who experienced discrimination, harassment, intimidation and bullying, or by someone else on their

behalf with their approval.

Be signed by the student reporting the alleged acts of discrimination, harassment, intimidation, and bullying or a parent. Describe in detail the specific acts of discrimination, harassment, intimidation and bullying

State the alleged basis of the complaint (e.g., race, religion, gender, etc.)

Be submitted within 2 school days of the date of the discrimination or harassment, or within reasonable time for witnesses or perpetrator to remember the incident or facts of the incident. (a kindergarten student typically will not recall incidents

that occurred a week or month prior)

Response to Complaints Filed

Within 2 days from the date of receipt of the complaint, the school shall conduct and complete an investigation of the complaint and prepare a written decision. During this process, the person responsible for the filing of the complaint is to be given the opportunity to provide evidence he/she believes supports the allegations. The school decision will include: (1) findings of fact; (2) conclusions; (3) disposition of the complaint; (4) the rationale for such disposition; (5) corrective actions, if necessary.