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FORBIDDEN ACTS

School staff has not only a duty to ensure that students can learn and achieve high academic standards, but also has a duty to safeguard students from physical abuse, sexual abuse, emotional abuse, neglect, or any other reasonably preventable harm while at the School or while participating in School activities. Unacceptable behavior such as discrimination, uttering disparaging remarks, bullying, harassment, intimidation, or any other similar action will not be tolerated in the School.

Harassment, intimidation, disparagement, and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

NOTE: Disciplinary action will be imposed if harassment, intimidation, disparagement, and bullying occur while away from the School or School activities, if such acts affect other School students or staff.

Disparaging Remarks

At no time is any student allowed to demean, utter disparaging remarks about, or undermine any other individual within the School property or while participating in School activities.

Harassment

Behavior that targets an individual because of their race, color, religion, gender, age, national origin, marital status, disability, or veteran status or any other protected status as defined by federal, provincial, state, or local laws is strictly prohibited. Harassment is such verbal or physical conduct that unreasonably disrupts or harms another in the School or while participating in School activities. Each individual at the School has the right to be free from improper or offensive conduct while at the School or while participating in School activities. School students, employees, student family members, guests, and visitors should be treated with respect, courtesy, and dignity at all times. Unwelcome, insulting, or offensive remarks or actions have no place at the School. To maintain an atmosphere free from harassment, each individual at the School should exercise good judgment in their relationships with others.

The School is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, or disability. Harassment at the School or at School-sponsored events is strictly prohibited. The School requires all students to conduct themselves in an appropriate manner with respect to their fellow employees, students, visitors, guests, and all members of the School community.

Harassment In General. Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, gender, sexual orientation, or disability.



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What one person may consider acceptable behavior, may reasonably be viewed as harassment by another person. Therefore, students should consider, before speaking or acting, how their words and actions might reasonably be viewed by other individuals. It is also important for students to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile, or offensive.

Sexual Harassment. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of education,
2. The individual's response to such conduct is used as a basis for educational, disciplinary, or other decisions affecting a student,
3. Such conduct interferes with an individual's education or participation in extra-curricular activities, or
4. The conduct creates an intimidating, hostile, or offensive work or school environment.

Intimidation and Bullying

Intimidation and bullying means any deliberate or intentional gesture, or any deliberate or intentional written, verbal, or physical act or threat that one individual exhibits towards another individual at the School or when participating in a School activity, and the behavior both: (1) has one or more of the following effects: (a) harming the other individual; (b) damaging the other individual's property; (c) placing the other individual in reasonable fear of harm to their person; (d) placing the other individual in reasonable fear of damage to their property; and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for the impacted individual.

Cyber-Bullying

The School prohibits acts of cyber-bullying, which is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and pager text messages, blogs, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or the School premises, at School events, programs or activities or off School time or School premises if such acts affect other Students or Staff of the School.

Teen Dating Violence

The Board is committed to providing a learning environment in which dating violence is not tolerated. Consistent with this philosophy, the Board is committed to promoting an environment free from dating violence. Accordingly, the Board seeks to increase awareness of teen dating violence and help in responding to the needs of victims and children who are witnesses to such violence.



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Teen dating violence occurring in any setting is unlawful and teen dating violence occurring in any school setting will not be tolerated. Further, retaliation against an individual who has complained about teen dating violence or cooperated in an investigation of teen dating violence will not be tolerated. The Board will respond promptly to complaints and reports of teen dating violence or retaliation and corrective action will be taken where necessary, including disciplinary action where appropriate.

REPORTING

If an individual experiences or observes harassment, intimidation, bullying, or disparaging remarks, they should immediately report the incident to the School Director, Dean of Students, or any other member of the School's staff.

All School employees, Trustees, volunteers, and students are required to report prohibited incidents of which they are aware to the Director or their designee. The Director or their designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Director or their designee shall conduct a prompt, thorough, and complete investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported. Once an investigation is completed, and the reported incident has been substantiated, the parent or guardian of any student involved in the prohibited incident shall be notified and to the extent permitted by R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) have access to any written reports pertaining to the prohibited incident. The School will maintain information regarding the number of incidents of harassment of students against other students that violate this policy. All School employees, volunteers, and students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

How to Report Violations

Any violations of this Policy should be immediately reported to the Dean of Students, the Director, or any other member of the School's staff for further action.

Mandatory Reporting

All School employees will comply at all times with all laws that require the reporting of certain information to various authorities. No provision in any School policy or procedure shall be read or interpreted in a way to be in conflict with a law related to mandatory reporting.

Timeliness of Reporting and Response

The Code requires that Staff responds immediately and consistently to incidents of bullying, harassment, intimidation, substance abuse, and/or violence or any other violation of the Code or other policy or procedure of the School that impacts negatively on students in a manner that effectively addresses incidents, deters future incidents, and affirms respect for individuals.

Grievance Procedure

Complaints under this **Grievance Procedure** must be filed within 30 school days of occurrence of the alleged event. The complaint must be in writing. The Director or any person of the



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grievant's choosing may assist the grievant with filing the complaint. The written complaint must include the following information:

1. The name and school (or address and telephone number if not a student or employee) of the grievant (complainant).
2. The name (and address and telephone number if not a student or employee) of the grievant representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

Grievance – Where to File a Complaint

Individuals who believe they have been subjected to harassment under this policy may file a complaint with the Director or the Dean of Students. If the Director is the person who is alleged to have caused the harassment, the complaint may be filed with the Board. Under these circumstances, a representative of the Board will conduct the investigation as outlined below.

Grievance – Investigation and Resolution of the Complaint

Respondents will be informed of the charges as soon as the Director deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The Director will interview witnesses whom they deem necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. The Director will make every effort to complete such interviews and gathering of information within fifteen (15) school days of receiving the written complaint.

After completing the investigation, the Director will meet with the grievant and/or their representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect.

Notwithstanding the above, it is understood that in the event a resolution contemplated by the School involves disciplinary action against an employee or a student, the complainant will not be



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informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to “stay away” from the complainant, as might occur as a result of a complaint of harassment).

Retaliation

The School will not tolerate retaliation in any way against individuals who report instances of violations of this Policy, who provide information related to violations of this Policy, or who otherwise assist with the reporting of or investigation of violations of this Policy. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion.