



Non-Discrimination Policy

I. Policy Statement

Princeton Day School (PDS) is unequivocally committed to creating and preserving a diverse, inclusive and equitable community. This commitment respects the inherent value of every individual and acknowledges that diversity is essential to creating a robust learning environment. PDS therefore admits students, welcomes families and hires faculty and staff regardless of race, age, ability, sexual orientation, class, gender, ethnicity, national origin and religion. In addition, PDS has an affirmative duty to ensure that its curricula, athletic programs, extracurricular opportunities, and community experiences are equitably available and instill respect for the experiences, perspectives and contributions of our diverse community.

II. Responsibility to Create a Diverse, Equitable, and Inclusive Community

To fulfill our obligation to create a diverse, equitable and inclusive community in which all members are seen, challenged, affirmed, respected and valued, PDS is committed to the following actions:

- Hiring and retaining a diverse student body, faculty and staff
- Establishing curricula that allows students to understand and appreciate the experiences and contributions of diverse people across disciplines; and avoids stereotyping, discrimination, bias and prejudice

- Training faculty to create and maintain safe and welcoming environments in their classrooms and beyond
- Supporting affinity groups with time, space and resources
- Ensuring equitable access to educational, athletic and extracurricular opportunities for students
- Fostering an inclusive culture by establishing community norms that are uniformly enforced
- Prohibiting harassment based on a person's race, age, ability, sexual orientation, class, gender, ethnicity, national origin and religion

III. Defining Discriminatory Harassment

Discriminatory harassment is belittling or abusive conduct based on a person's actual or perceived race, age, ability, sexual orientation, class, gender, ethnicity, national origin and religion. Harassing conduct can take various forms. It may be direct and explicit, or it may be more subtle and insidious. It may be behavior that is pervasive and repetitive, or it may be behavior that occurs only once but is particularly severe.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others promote respect and trust, whether on campus, at a school sponsored event or online. Attempts to justify improper behavior as a "prank" or "joke" do not change its inappropriate nature. Discrimination has no place in a school community, regardless of the subjective intent of those perpetuating it.

Discriminatory harassment includes any communication or action that attacks or demeans a person or a group on the basis of their race, age, ability, sexual orientation, class, gender, ethnicity, national origin and religion. The following are examples of discriminatory harassment:

- Slurs, taunts, stereotypes or name-calling
- Physical threats, attacks or other hateful conduct

- Creating a hostile environment through overt or subtle acts that deny or substantially limit a person's ability to participate in or benefit from a program or activity

This list is illustrative, not exhaustive. Members of the community should seek advice and assistance from advisors, class deans, school counselors, a division head, or the Director of Diversity, Equity and Inclusion in any circumstances in which they are made to feel uncomfortable by the behaviors of another based upon their race, age, ability, sexual orientation, class, gender, ethnicity, national origin and religion.

IV. Legal Definitions and School Policy

Stricter standards of behavior than those provided by law may apply under the policies of PDS in order that we may prevent discrimination and create an inclusive community. PDS reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture, if the School determines that it is of sufficient severity to warrant disciplinary measures or other remedial action. Conduct need not meet the legal definitions of harassment, discrimination, hazing or bullying to violate the School's expectations for appropriate behavior and to be actionable.

V. Reporting Complaints

Any individual who feels that she or he has been subject to or is aware of possible discriminatory harassment may consult with the Head of School; the Associate Head of School; a Division Head; the Director of Diversity, Equity and Inclusion; or a member of the Community and Multicultural Development Team. Students may also reach out to the Dean of Students, a class dean, an advisor, or other trusted adult in the community. Faculty and staff may also reach out to the Director of Human Resources.

Any member of the administration, faculty or staff who witnesses or otherwise becomes aware of discriminatory harassment or who becomes aware of retaliation against anyone who provides information concerning a violation of this policy, is required to report it immediately to the Head of School, the Associate Head of School, a division head or the Director of Diversity, Equity and Inclusion.

VI. Response to Complaints

Upper School Students

Because allegations of discriminatory harassment often involve sensitive matters, investigation and adjudication will occur through adult-mediated channels: principally through the Investigative Board (IB), which will make recommendations to the Head of School on an appropriate school response. For cases involving Upper School Students, the IB will include the Associate Head of School; the Head of Upper School; and the Director of Diversity, Equity and Inclusion.

The investigation will include interviewing all relevant parties (the reporting party, the alleged victim, the alleged perpetrator, any relevant witnesses) and gathering any relevant physical evidence. The IB will then deliberate and make a judgment as to whether an act of discriminatory harassment occurred. The IB will then make a recommendation to the Head of School on an appropriate school response, which can include reforming policies; modifying curriculum; mandating training and education; taking appropriate disciplinary action; developing restorative practices that educate and rebuild relationships; and supporting victims. In severe cases, disciplinary action may include temporary removal from the community or separation.

Middle School Students

Our Middle School students occupy a broad developmental spectrum, with our 5th graders still very close to their Lower School years and our 7th and 8th graders beginning to emerge as young adults. As we investigate allegations in

the Middle School of harassment, discriminatory behavior or any actions or speech designed to demean or diminish the standing of any member of our community, we do so in a way that is mindful of the maturity of the students involved. However, it is expected that all students in the Middle School will treat one another with respect and civility and make every effort to understand their role in promoting a safe learning environment.

When a report of discriminatory behavior involving a Middle School student is brought forward, the Associate Head of School, the Head of Middle School, the appropriate grade dean and the Director of Diversity, Equity and Inclusion will investigate the incident and provide a recommendation to the Head of School. They may choose to consult with the Chair and Middle School representative of the Community and Multicultural Development Team. A School response may include reprimand, probation or separation.

Lower School Students

In working with its Lower School students, Princeton Day School carefully considers the age and maturity of students in responding to incidents that may be considered harassment or incivility. As it endeavors to address the alleged behavior and educate the student or students involved, it is always mindful of the sensitive nature of these matters and is committed to proceeding with a high degree of care and discretion. As is the case with their peers in the Middle and Upper Schools, it is expected that all students in the Lower School will treat one another with respect and civility; that they will refrain from demeaning or diminishing any of their peers; and that they will make every effort to understand their role in promoting a safe learning environment.

A report in the Lower School of harassment, incivility or similar behavior will be investigated by the Associate Head of School; the Head of Lower School; the Director of Diversity, Equity and Inclusion; and the Lower School Counselor. They may choose to consult with the Director of Diversity, Equity and Inclusion and the Lower School representative of the Community and Multicultural Development Team. The Head of Lower School is responsible for implementing any recommendations arising from the investigation.

Adult Community Members

Consistent with the Non-Discrimination/Non-Harassment Policy detailed in the Faculty and Staff Handbook, the Head of School will designate the Associate Head of School, the appropriate Division Head, and the Director of Diversity, Equity and Inclusion to investigate allegations of Discriminatory Conduct involving faculty, staff, administrators and other adults in the PDS community.

At the conclusion of its investigation, the Investigative Board will make a recommendation to the Head of School. The recommendation may include modifying policy and curriculum; mandating training and education; developing restorative practices that educate and rebuild relationships; and supporting victims. In severe cases, disciplinary action may include temporary removal from the community or termination of employment.

VII. Retaliation Prohibited

Retaliation is any form of intimidation, reprisal or harassment directed against anyone who reports discriminatory harassment, provides information during an investigation of such behavior, or witnesses or has reliable information about such behavior. Retaliation will not be tolerated and will be subject to the same strict discipline as discriminatory harassment. Each retaliatory offense will be investigated and sanctioned separately.

VIII. Confidentiality

While the School cannot promise strict confidentiality because information must be shared in order to conduct an effective investigation and transparently address community concerns, the School recognizes the need to respect state and federal laws regarding the confidentiality of student and employment records.