

ANTI-HARASSMENT POLICY INVOLVING STUDENTS

Head-Royce School seeks to be a community in which every individual is treated with sensitivity, courtesy and respect. It is the policy of Head-Royce School to provide a School environment free from all forms of bullying, harassment and discrimination, including sexual harassment. Head Royce prohibits sexual harassment as well as discrimination and harassment based on race, religion, national origin, sex, sexual orientation, gender identity, gender expression, or disability. The School will not tolerate harassing or discriminatory treatment of students by other students, their family members, the School's volunteers, employees or contractors or visitors to the School.

Because behavior away from School may have a significant impact on the School environment, this policy applies to all interactions involving students, whether or not occurring during school or school functions off or on campus, if (1) the conduct has a negative impact upon the school performance of the student who is subject to harassment or affects that student's academic status or progress; (2) the conduct adversely affects the educational environment including creating an educational environment that is intimidating, hostile, or offensive; (3) such conduct affects the benefits, services, honors, programs, or activities available to any student at the School.

Harassment

Prohibited harassment may include, but is not limited to, the following behavior :

- Verbal conduct such as epithets, derogatory jokes, slurs or comments;
- Visual displays and written communication, such as derogatory or offensive electronic messages, videos, photos, cartoons, drawings, gestures, text messages or social media postings;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work; and
- Retaliation for reporting or threatening to report harassment.

Sexual Harassment

In addition to the examples of harassment described above, for the purposes of this policy, "sexual harassment" is defined to also include:

- *For adult to student interaction:* any sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.
- *For student to student interaction:* unwelcome sexual advances, requests for sexual favors, and other verbal, written, visual, or physical conduct of a sexual nature when: (1) such conduct has a negative impact upon the recipient student's school performance or affects the student's academic status or progress; (2) such conduct adversely affects the educational environment including creating an educational environment that is intimidating, hostile, or offensive; (3) such conduct affects the benefits, services, honors, programs, or activities available to any student at the School.

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Student to student sexual harassment is not social or romantic behavior. Student-to-student sexual harassment is behavior that is uninvited and unwanted and often an assertion of power. Sexual harassment may include:

- physical assault, including rape
- coerced sexual relations
- inappropriate personal questions of a sexual nature
- sexually explicit or suggestive remarks about a person's body, clothing, or sexual activity
- sexually stereotyped or sexually charged insults, humor, or verbal abuse
- public display of sexually explicit, offensive or demeaning objects, photographs, or cartoons including texting, sexting or social media postings
- leering or ogling at a person's body
- unnecessary touching in any form
- demanding sexual favors, accompanied by promises, hints, or threats concerning one's academic status or opportunities
- subtle pressure for sexual activity
- repeated expressions of sexual or "romantic" interest after being informed that the interest is unwelcome.

Complaint and Resolution Process

Harassment of students by adults

Any student or parent who believes that the student has been harassed by an adult who interacts with them in connection with School, including an employee or other individual/ non-employee (e.g. parent, visitor to the School, outside contractor, volunteer) should immediately report the incident to their Division Head, the Director of Human Resources or the Head of School. If the matter involves the Head of School, the complaint may be submitted to the Chair of the Board of Trustees. The School will conduct an immediate investigation. If the School determines that an employee violated this policy, the School will take appropriate steps to prevent the violation from recurring and to remedy any discriminatory effects of the violation. An employee who violates this policy will be subject to disciplinary action up to and including termination. The School will advise the student subjected to harassment and the student's parents of the outcome of the complaint.

Harassment between students

Informal Resolution: Any student who believes they have been or is being harassed by another student or who has witnessed an incident of harassment may elect to speak to the offender directly and request that the harassment stop.

If the student is uncomfortable speaking to the offender directly or if the harassment does not stop, the student should report the behavior to their teacher or another trusted employee who will take appropriate action which may include informing the other student(s) that the offensive behavior must stop. The school official will also inform the Division Head.

Formal Complaint: If the informal actions taken by the student or school official do not cause the offensive behavior to cease, or if the behavior is of such a severe nature that informal resolution is not appropriate, the student or the student's parent should submit a complaint as soon as possible to the Dean of Students or Division Head.

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The School will notify the student(s) who is the subject of the complaint and will conduct a fair, timely, and thorough investigation of the complaint. If the School determines that conduct in violation of this policy has occurred, the School will take prompt corrective action. A student who violates this policy may be subject to discipline which may include a range of actions including counseling, verbal warnings, letters of reprimand, behavioral contracts, probation, suspension, or expulsion. The School will notify colleges or other high schools to which a student transfers of any disciplinary action for violation of the harassment policy in accordance with the standards set forth in Head-Royce Student Handbook. Head-Royce will notify the student who made the complaint of the disposition of the complaint and may also notify the student's parents.

Final Review: A complaining student not satisfied with the disposition of the complaint or a student subject to discipline under this policy (and/or their respective parents), may ask the Head of School to review the matter. The student requesting review should submit the request in writing within fifteen days of receiving notice of the disposition of the complaint or the imposition of discipline. The request for review should explain why the student believes the disposition was not satisfactory or the discipline was not warranted, including reference to any relevant facts. The Head of School will issue a decision which shall be final.

Interim Steps. Until the complaint and resolution process is complete, the School may elect to take interim measures with the goals of minimizing harm to the students involved and allowing all students involved to continue to access their academic program. In determining appropriate interim measures, the School will consider whether keeping the responding student on campus poses ongoing safety risks and whether the School is able to keep the reporting and responding students apart while on campus or attending classes or school functions. Interim steps may include separating the students involved from being in any classes or extra-curricular activities together or limiting interactions between student(s). In some circumstances, the School may elect to suspend the student accused of sexual misconduct or abuse on an interim basis.

Confidentiality

The School will keep the complaint and the investigation as confidential as possible consistent with the need to conduct an investigation and implement any appropriate remedial measures.

Retaliation

The School prohibits retaliation for making a complaint under this policy, participating in the investigation of such a complaint or opposing conduct that violates this policy. Complaints of retaliation should be made in accordance with the formal complaint and resolution process above.

Mandated Reporting

All employees of the School are mandated reporters who are required by law to file a report with a child protective services agency (CPS) and/or law enforcement whenever they learn information that leads them to suspect that a minor they encounter in the course of their employment has been subjected to sexual or physical abuse, including sexual assault. Employees are not permitted to investigate suspected abuse of a minor before making a report. Employees are also required by law to keep mandated reports confidential, so they may not be able to inform students or their parents if they make a report.

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The School's disciplinary process is separate from any CPS or law enforcement investigation. The School's investigation is limited to the determination of whether there has been a violation of the School's policies. The School does not conduct investigations in order to determine whether criminal activity has occurred. That is the role of law enforcement. Both the standards of proof and the evidence available to the School are different from those in a criminal proceeding. Students and parents should be aware that if law enforcement or CPS is conducting an investigation, the School may need to defer its own investigation to avoid interfering with the law enforcement proceedings.