

## **Process for Investigating Reported Incidents of Hate and Bias**

When an official complaint has been received, Providence Day School will promptly respond by:

1. Advising the person reporting the alleged inappropriate conduct about available resources (ie counseling, academic support etc).
2. When such assistance is requested, assisting the reporter in accessing resources.
3. Treating all complaints as confidential to the extent consistent with conducting a thorough investigation and carrying out the legal obligations of the school. In all cases, the details of disciplinary action will remain private due to confidentiality laws.
4. Carrying out a prompt and thorough investigation.
5. In response to the findings of any investigation:
  - a. Taking disciplinary or other corrective action where appropriate
  - b. As appropriate, advise the subject of the investigation when the investigation has been closed.
  - c. Consider, and as appropriate, implement activities to facilitate restorative practices, aimed at restoring relationships in the community
  - d. Consider other steps that can help to prevent repeat conduct
  - e. Consider the incident in the context of other reports to identify any trends, impact on same members of the community, preceding events etc.

**Retaliation:**

Threats, other forms of intimidation, and retaliation against someone making a report or any other party involved in implementing the process, may be grounds for disciplinary action

**Disciplinary Actions:** Actions taken by the school for bias-related incidents may take different forms depending on the nature and severity of the offense as well as the frequency. Prior infractions will be considered. In those situations where it is determined, following a thorough investigation, that a violation of this policy has occurred, appropriate action will be taken. Consequences may include but are not limited to the following:

- counseling session with administration
- written warnings
- monitoring or restriction of campus access, benefits, or services
- mandatory counseling and/or training
- suspension
- separation from the school

**Intentionally Dishonest Complaints of Bias-Related Incidents:** Lack of corroborating evidence should not discourage individuals from reporting bias-related incidents of discrimination and harassment. However, charges found to have been intentionally dishonest or made maliciously without regard for truth may be subject to disciplinary action.