

STAFF AND STUDENT HARASSMENT POLICY

The Schilling School for Gifted Children

A. Statement of Philosophy

The Schilling School for Gifted Children is committed to maintaining an environment in which all individuals are treated with respect and dignity. Each individual, whether student, parent/ guardian or staff member, has the right to participate in an atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. At The Schilling School for Gifted Children, sexual harassment, whether verbal, non-verbal or physical, is considered unacceptable and will not be tolerated. Such conduct may result in disciplinary action up to and including dismissal or other action as deemed appropriate.

B. Definition of Sexual Harassment

For purpose of this policy, sexual harassment is defined as unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when such conduct substantially interferes with a student's education, a parent's/guardian's participation or a staff member's employment or creates an intimidating, hostile or offensive educational or work environment.

C. Individuals Covered By the Policy

This policy covers all students, parents/guardians of students, and staff members enrolled in or employed by The Schilling School for Gifted Children. The Schilling School for Gifted Children encourages reporting of all incidents of sexual harassment, regardless of who the offender may be, in accordance with the method set out in Section D below.

D. Procedure for Reporting A Complaint

The Schilling School for Gifted Children encourages individuals who believe they are being harassed to clearly and promptly notify the offender that his or her behavior is unwelcome. If for any reason an individual does not wish to approach the offender directly or if such discussion does not successfully end the harassment, then the individual should notify, in writing, the School's Head of School or Principal who will conduct an investigation to determine the facts. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances. Mediation between the individual and the alleged harasser may be arranged with a third person acceptable to both. If mediation is not acceptable to both parties or mediation is attempted and proves to be unsuccessful in resolving the matter, and the Head of School or Principal determines from the facts that the offender sexually harassed the reporting individual, the offender will be subject to appropriate sanctions. If either party directly involved in the sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision to the Board of Directors' Appeal Committee. The Appeals Committee will review the objecting party's position and the entire record before it and present its findings within 30 calendar days of receiving the written objection.

E. Retaliation and False Accusations

The Schilling School for Gifted Children will not retaliate, nor permit retaliation against an individual who makes a report of sexual harassment. Retaliation is a very serious violation of this policy and should be reported immediately. Any individual found to have retaliated against an individual for reporting sexual harassment, or against anyone participating in the investigation of a complaint, will be subject to appropriate procedures as described below, including the possibility of dismissal.

If an investigation results in a finding that the reporting individual falsely accused another of sexual harassment, the reporting individual will be subject to appropriate sanctions, as described below, including the possibility of dismissal.

F. Sanctions

Individuals found to have engaged in misconduct constituting sexual harassment, retaliation or false accusation shall be disciplined. Appropriate sanctions will be determined by the Head of School or Principal, whoever had received the initial written notification of the alleged sexual harassment and conducted the investigation. In addressing incidents of sexual harassment, the response of The Schilling School for Gifted Children, at a minimum, will include reprimanding the offender and preparing a written record for that individual's permanent file. Additional action may include referral for counseling, suspension, dismissal from the school, termination of employment, or other action as deemed appropriate.

G. Conclusion

The Schilling School for Gifted Children has developed this policy to ensure that all of its students, their parents/guardians, and staff members can learn and work in an environment free from sexual harassment. This policy will be immediately disseminated to students, their parents/ guardians, and staff members and will be provided to all new students, their parents/guardians, and staff members.

It is also the policy of The Schilling School for Gifted Children not to permit other forms of harassment based upon race, religion, national origin or other protected status. The standards and procedures set forth above apply equally to these forms of unlawful discrimination. The Schilling School for Gifted Children is committed to preventing, and if it occurs, then eliminating any sexual harassment or unlawful discrimination in the school environment. Any complaint received will be promptly investigated and appropriately resolved.

I HEREBY ACKNOWLEDGE RECEIPT OF AND UNDERTAND THE SCHILLING SCHOOL FOR GIFTED CHILDREN HARASSMENT POLICY

Print Name _____

Signature _____

Date _____