POLICY AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION

It is the School’s intent and the purpose of this Policy to provide an environment that is free from any form of discriminatory harassment, discrimination or retaliation as defined in this Policy. Discriminatory harassment is a particular form of personal disrespect that the School DOES NOT TOLERATE among students, among employees, or between employees and students.

This Policy prohibits harassment or discrimination on the basis of any of the following protected classifications: an individual’s race, color, religion, sex, gender identity, gender expression, genetic information, sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition and physical or mental disability (whether perceived or actual).

Discriminatory harassment violates this policy and will not be tolerated. The protection from discrimination includes the protection from retaliation against any individual for making a complaint of discriminatory harassment or for participating in a harassment investigation. Retaliation constitutes a violation of this policy. Individuals who violate this policy may be subject to disciplinary action, up to and including expulsion or termination.

Harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit or even specifically directed at the victim. Sexually harassing conduct can occur between individuals of the same or different gender.

No individual shall create a hostile or offensive work environment for any other person by engaging in any discriminatory harassment or by tolerating it on the part of any student or employee.

No student shall assist any individual in doing any act that constitutes discriminatory harassment against any student or employee.

Any conduct, which fits the definition of discriminatory harassment, shall be reported to the Head of School or other appropriate authority figure.

All complaints or allegations of discrimination or sexual harassment will be kept confidential during any informal and/or formal complaint procedures except when disclosure is necessary during the course of an investigation, in order to take subsequent remedial action and to conduct ongoing monitoring.

All individuals shall cooperate with any investigation authorized or conducted by the School into any alleged act of discriminatory harassment.

SEXUAL HARASSMENT POLICY

New Roads School is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.
New Roads School considers sexual harassment to be a major offense, which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student. Any student or employee of New Roads who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the appropriate Director or the Head of School so that prompt action may be taken to investigate and resolve the problem. New Roads School prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complainant is further advised that civil law remedies may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

The California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

New Roads further defines sexual harassment as including, but not being limited to:

- Unwelcome verbal conduct such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pester for dates, making threats, or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

Sexual harassment can be grounds for discipline, up to and including expulsion or termination, even for a one-time offense.

**ADDITIONAL POLICIES REGARDING EMPLOYEE-STUDENT INTERACTIONS**

**Appropriate Adult/Student Interactions**
All employees are required to keep their relationships with students professional. Employees may not involve themselves in suggestive behavior or an inappropriate or intimate/sexual relationship with any current or former students. Even a friendly and innocent relationship between a student and teacher may appear otherwise. To avoid creating the appearance of an unprofessional relationship, there are certain things we ask our employees to keep from doing:

- Do not give out your personal phone number to students.
- Do not socialize or “hang out” with students outside of school.
- Do not take on a more intimate role with a specific student, even if it is suggested by a parent.
- Do not organize gatherings or activities with students outside of school unless given specific permission by the campus director.
- All New Roads personnel must keep their social media presence to a minimum when it comes to students or any possible mutual friends you may have with current students. “Friending,” “following,” or “being followed,” by any current students over a social media site is strictly prohibited. Faculty should keep in mind that the image they project through social media may impact their effectiveness in carrying out this role in the school.

**Tutoring Students**

Neither faculty nor staff may tutor any current New Roads student at any time for money or any form of compensation.

**Faculty Responsibilities and Procedures**

In addition to competency in the fundamentals of teaching, subject-matter mastery, and a commitment to the discipline being taught, New Roads School needs and expects each of its faculty members to develop and maintain an affirmative, caring, and supportive relationship with each student. While New Roads both seeks and encourages a diversity of styles and techniques used in the classroom, it is central to the mission of the school and its stated philosophy that the tone of every classroom or teaching setting is affirmative and supportive of the individual learner.

New Roads needs and expects that all teachers will:

- Know each student as an individual.
- Recognize and support individual differences.
- Be sensitive and respectful of multi-ethnic and multi-cultural differences.
- Acknowledge progress with affirmation and support.
- Promote and encourage student contact beyond the classroom.
- Convey affection, joy, and enthusiasm to students.
- Handle student discipline and setting limits in a firm, kind, and thoughtful way.
- Treat students with patience and understanding.
- Never use harsh humor, humiliation, or belittling for any purpose.
- Faculty must respond to emails or telephone messages from parents within 24 hours; responses to parents’ or guardians’ questions and concerns must be addressed thoughtfully and respectfully.

New Roads School believes that incorporating these approaches in the instructional settings will help produce a respectful climate that fosters successful learning. Additionally, it is absolutely necessary that teachers make clear their expectations of students for reciprocal behavior.
The New Roads faculty strives to set for its students an example of high ethical standards, moral behavior, and devotion to excellence. This responsibility involves the following obligations:

- Maintaining a climate of trust and mutual respect that encourages students to risk the questions, the opinions, and the mistakes essential to the learning process.
- Offering students clear educational objectives for each course, supported by appropriate assignments, activities, and a sufficient number of formal assessments on which students receive constructive, clear, and helpful feedback to support the learning process.
- Accurately assessing students’ progress, and immediately informing students, parents, and the appropriate administrator if a student is encountering significant difficulty.
- Showing concern for and nurturing students’ emotional, ethical, aesthetic, and spiritual development.
- Modeling—both with students and with colleagues—the positive personal and community relationships we hope to see from students.