



## **Saint Veronica School Harassment Policy**

Saint Veronica School is committed to providing all students with a safe, loving, Catholic environment. Members of the school community are expected to treat each other with respect. Teachers and staff are expected to teach and demonstrate by example that all members of the community are entitled to respect as human beings.

Harassment of a member of the school community by another member of the community is a violation of school policy. This includes but is not limited to harassment based on race, religion, national origin, marital status, gender, or disability. Harassment means conduct (including verbal conduct) that has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating or hostile environment.

### **A. Definitions**

**Harassment** – Harassment can occur as a result of a single incident or pattern of behavior that has the effect of creating a hostile, offensive, or intimidating learning environment. Sexual harassment violates school policy. Sexual harassment includes unwelcome sexual advances or sexual behavior (including verbal behavior) that is tied to a student's education or has the purpose or effect of creating an intimidating or hostile environment. Harassment encompasses a broad range of physical or verbal behavior that can include, but are not limited to, the following:

- Insults and name-calling, sexual comments about one's body, sexual prowess or deficiencies, verbal disrespect
- Off-color jokes, innuendoes, remarks or questions that promote stereotypes or are derogatory or demeaning to an individual's or group's characteristics
- Displays of sexually oriented or pornographic materials including cartoons, posters, photographs, drawings, etc.
- Intimidation by words or actions
- Unwanted touching, such as pinching, patting, grabbing, gesturing, tickling, assaults, poking, or rubbing against a student's body.
- Unwanted actions that include, but not limited to, leering, whistling, making insulting noises, staring in a way that is too personal, making obscene gestures
- Pressure for sexual activity and unwelcome sexual comments or advances, including, but limited to, inappropriate touching, kissing, or other physical contact
- Making requests for sexual favors explicitly or implicitly of a student to participate in sexual conduct as a condition for taking part in school activities or getting an education.
- Physical or mental abuse

- Religious slurs, or other slurs directed towards the groups listed in paragraph two at the beginning of this policy
- Taunting, intended to provoke a student
- Sexual rumors that target individuals or groups
- Indecent exposure, mooning or flashing
- Computer or voice mail transmissions, which contain sexual content or are derogatory toward a particular ethnic group, race, religion, or disability

The school's policy also prohibits retaliating against a student who complains about harassment or against students or others who cooperate in a school investigation of sexual harassment.

#### B. Responsibilities

- 1) Faculty, staff, employees, volunteers, and students are responsible to behave appropriately, in order to insure a harassment-free environment.
- 2) Individuals who believe they are being or have been harassed in violation of this policy should file a complaint including the following information, if known: the name of the complainant; a brief description of the offending behavior, including times, places, and names; the name of or identifying information about the alleged harasser; and the names or descriptions of any witnesses.
- 3) The first response of any staff member to an act of harassment should be to teach why harassment is wrong and how tolerance and respect are essential to a free society. Serious or repeated violations of school policy may require more intense counseling or appropriate discipline or both.

#### C. Procedures

- All complaints will be investigated in as confidential a manner as possible.
- Complaints will only be discussed with persons essential to the investigation process.
- All relevant individuals will be interviewed.
- Documentation will be developed to include: specifics of all allegations, contents of meetings & interviews, witnesses, etc.
- Final documentation will include: findings of investigation, results and action plan.
- Appropriate Disciplinary Action will be taken, up to and including termination or suspension
- Provide appropriate feedback of the investigation and action taken, to the Complaining Party. If the Complaining Party is satisfied with the outcome, it is recommended that they state their satisfaction, in writing, in a letter "To File."

#### Third-party Reporting

Any student or employee who receives any information concerning sexual harassment may report such information to the teacher, vice principal, or principal.