

## **RESPECT AND NO-HARASSMENT POLICY**

(as published in the Parent-Student Handboook)

Saint Ignatius College Prep works hard to create and maintain a safe and secure academic and social environment for all its students and to prevent situations that create offensive conditions. The school wishes to recognize and celebrate the diversity of our school community.

A major goal of Saint Ignatius College Prep is to teach and encourage students to become men and women who are aware of their own talents and blessings and who are willing to share them with others in open, loving and generous ways. Saint Ignatius recognizes its obligation to prepare its students to live, work and serve others in our increasingly diverse society.

Interactions among students and adults should, therefore, reflect acceptance of and sensitivity to the diversity within the school community. Affirming the richness of diversity in a community is not simply avoiding intolerance. Rather, it is a way of thinking, seeing, and behaving that demonstrates an understanding and respect for all ethnic and cultural traditions.

### **What the School Will Not Tolerate**

1. Hurtful remarks or conduct that reflect intolerance or prejudice, which include actions or words directed toward another's disability or handicap, and/or his/her racial, ethnic, gender, sexual orientation, or socioeconomic status. This also includes using online or electronic communications like social networking sites, cell phones, or other devices in ways that hurt or embarrass another person.
2. Sexual harassment which includes such conduct as unwelcome physical contact, sexually explicit language or gestures, uninvited or unwanted sexual advances, or any behavior that creates an offensive overall environment including the use of vulgar language, the showing of sexually explicit photographs or other materials, and the telling of sexual stories. Sexual harassment is a violation of the law, and Saint Ignatius will not tolerate sexual harassment of any student, faculty member, or other employee.

### **Action Steps to Prevent Bullying and Harassment**

At Saint Ignatius, students are expected to help others by speaking out and/or getting adult help when they witness bullying or harassment. True to our Catholic and Jesuit identity, in concert with the values of the "Grad at Grad," the school will take the following steps to prevent bullying and harassment.

1. Promote positive behavior and interactions among all members of the community.
2. Raise awareness of bullying behaviors and teach students what to do when they feel bullied or see bullying.
3. Educate all members of the faculty and staff on signs of bullying and encourage intervention.
4. Respond quickly and sensitively to bullying reports and investigate incidents fully.

### **Procedures for Reporting Harassment**

Any student who feels that he/she has been subjected to any type of harassment or who is aware that it is happening to another person should report the matter to a trusted adult, Guidance Counselor, the Principal, Assistant Principal, or the Deans. [If a complaint is made, the Principal or his/her designee will promptly conduct a thorough investigation. If the investigation supports the complaint, immediate action will be taken and consequences will be administered to the offending party(s) commensurate with the seriousness of the offensive actions. The President can be contacted about a complaint relating to one of the other officers of the school—Principal and Vice Presidents. The Chairman of the Board of Trustees may be contacted about a complaint relating to the President.]

Under certain situations the complainant will be requested to submit a written statement describing the specific action or words. No retaliation will be made against an individual who makes a legitimate complaint, or against any witness who reports an incident of harassment, regardless of outcome. Confidentiality will be maintained as much as possible. Dissemination of information will be strictly limited to those persons with a need to know in order to protect the identity and the rights of the parties involved.