

PARKMONT STUDENT HANDBOOK

2020-21

Parkmont School Philosophy

How do we help adolescents develop the confidence and skills they need to move ahead energetically with their lives?

At Parkmont we build a community where students ally themselves with creative adults whose driving concern is their success and well-being. We challenge them with an academic program that fuses adolescent interests with traditional disciplines and respects the variety of their talents and motivations. We provide them with substantial experience in the world beyond school that invites them to see more clearly the possibilities ahead. Our students get ready to chart their own course, and we make sure they're prepared for the journey.

Student Expectations and Responsibilities

Student Attendance Guidelines

We expect students to be on time for the 8:30 start of school each day. In order to emphasize this in the Upper School, we use the "60-minute rule" which begins anew each session. Once the student has accrued 60 late minutes in a session, the student must make up double each minute they are late after that by doing math make-up work during before-school Study Hall. Students who fail to make up their late minutes lose math credit for the session.

In Middle School, English teachers will determine how students should make up for lateness.

It is also important that students be in class on time throughout the day. Teachers have the prerogative to set up penalties for habitually late students, such as keeping students in at break and lunch, requiring them to make up work after school, giving them an Out of Class fine, or subtracting points from their grades.

Van Rules

1. When using the van for field trips, the radio is not allowed.
2. Each student must be wearing a seat belt at all times.
3. No roughhousing or loud noise in the vans.
4. The back seat of the van must be vacant unless there are more than 11 passengers.

Locker Rules

We ask that all students use their lockers to store their belongings. There will be a penalty for leaving yobag unattended throughout the building--the bag will be brought to the office and its owner will pay a fine of \$1 to retrieve it.

Eating Rules

Neither eating nor drinking is permitted during class. Students can eat during break or at lunchtime only, and they must eat in either the commons room or outside on the porch.

Students share responsibility for keeping the Commons clean during lunch. Each student is required to participate in Lunch Clean-up on a rotating basis during the year.

Phone Rules

Students are not allowed to have phones out in class or when they have been sent to the front office -- this includes using them as calculators or to charge them. In addition to a \$15 fine, the following applies:

First offense: student turns phone into staff until the end of the class period.

Second offense: student turns phone in to staff and can retrieve it from the front office when they exit the building at the end of the day.

Third offense: student turns phone in to staff; student must turn phone in to the front office at the start of every day for the remainder of the session.

Please note, offenses are tracked throughout the school day/session -- they do not reset with each class period.

Personal computers

Parkmont provides desktops or Chromebooks in all classes. If a student would like to use their personal computer at school, the student and their parent/guardian must sign an agreement indicating that they will adhere to school policy. The policy includes: only using Google Chrome as the browser, allowing Parkmont to use Hapara software to monitor internet usage, and the student must be signed in to their Parkmont account in the web browser **during all academic classes, study halls, and advisory**. Failure to comply with the policy may result in the student not being allowed to use their personal computer at school.

Smoking Rules

1. Students may not smoke at school or while taking part in any school-related activities (not during break, Afternoon Class, or on day-long field trips, for example.)
2. Students may not smoke within sight of the Parkmont building.
3. No smoking is permitted in the area between Colorado Ave. and the block south of Decatur.
4. Smoking fines start at \$25 with the first offense and double with each subsequent offense (to \$50, then \$100, etc.)

5. Smoking fines must be paid the following school day.

Sports Class Rules

The proper way to cross the street with any class group, particularly sports, entails the following:

1. You must always be between the two teachers
2. When crossing at the light, you may only cross when the walk sign is white and you are within the crosswalk. If it turns red while crossing, quickly continue to the other side of the street. If it is red, then you may not leave the curb.
3. If there is no crossing light, you must cross with a teacher. She/he will stop traffic as needed.

Any dangerous behavior that a student engages in will result in a Jaywalking fine (\$25 or 5 hours of work detail).

Neighborhood Expectations

Parkmont is situated in a neighborhood that is primarily residential. We have maintained good relationships with our neighbors in the past and it is very important to us that we continue to do this in the future so we may maintain the support we need to continue to reside on 16th Street.

We ask our students to be respectful of neighbors and their property. This includes being polite and friendly when they encounter neighbors, not littering, and remaining quiet and respectful as they walk through the neighborhood. We ask our teachers to encourage this behavior and to immediately report any incidents they may hear of that may be out of line with this.

1. Students must park at Carter Barron and walk along Colorado Avenue and 16th Street to get to school. The school reserves the right to suspend driving privileges.
2. Middle School students must use only those bus stops adjacent to the school.
3. Students are asked not to congregate at Carter Barron and to stay out of alleys near the school.

Dress Code

No clothing that advertises sex or drugs is allowed. Students must be adequately covered up. Staff will decide if a student's outfit does not meet that standard.

Fines and Community Service

Students are given fines or community service hours for breaking school rules or other offenses. Community service must be arranged with *the student's advisor*. Any fines or community service hours incurred during a session must be paid or worked off by the second day of the following session before the student can attend classes.

Students who accumulate \$50 in fines will be required to pay half of their fines (\$25 dollars or more) at school the following day. After the first \$50 accumulation, regardless of whether the fines have been paid or worked off, the student will have a meeting with Ron or Nijole to discuss their behavior. After the second occurrence, the meeting will need to include a parent before the student may return to school. This does not *reset* each session. The school may choose at any point to require the whole fine to be paid before a student returns. Advisors will keep students and families informed about fine obligations on the weekly AA forms, and will call families directly once a student reaches \$25 dollars in fines.

OFFENSE	CONSEQUENCE
LITTERING	\$5.00 FINE
INAPPROPRIATE LANGUAGE (After 3 of these, subsequent fine is \$10.00)	\$5.00 FINE
RUNNING, EXCESSIVE NOISE, & BALL PLAYING INSIDE BUILDING	\$5.00 FINE
THROWING (paper, juice bottles, etc.)	\$5.00 FINE
LOW PANTS	\$5.00 FINE
ROUGHHOUSING (After 3 fines, subsequent fine is \$10.00)	\$5.00 FINE
GUM CHEWING (After 3 fines, subsequent fine is \$10.00)	\$5.00 FINE
FOOD OR DRINK CONSUMED ANYWHERE OTHER THAN COMMONS AND OUTSIDE DURING BREAK OR LUNCH	\$5.00 FINE
SITTING ON TABLE	\$5.00 FINE
WEARING A HAT OR HOOD	\$5.00 FINE
THROWING ACORNS, SNOWBALLS OR OTHER DEBRIS OUTSIDE	\$10.00 FINE
BEING IN THE KITCHEN, STAIRWELL OR FACULTY OFFICE WITHOUT A TEACHER	\$10.00 FINE
ELECTRONICS: HAVING PHONES, ETC OUT IN CLASS* (after 3 fines, other consequences will incur)	\$15.00 FINE
BOC - BOC (being out of class/being on the couch)	\$15.00 FINE
SKIPPING CLEAN-UP	\$15.00 FINE
FAILURE TO USE SEATBELT IN VAN	\$25.00 FINE
INTERRUPTING CLASS	\$15.00 FINE
BAG FINE (LEAVING BAG OUT AND NOT IN LOCKER)	\$1.00 FINE
EATING OR DRINKING IN COMPUTER LAB	\$10.00 FINE
INAPPROPRIATE USE OF COMPUTERS **	\$15.00 FINE
TAMPERING WITH COMPUTERS	\$50.00 FINE UP TO COST OF REPAIRS

SMOKING (Fine doubles for each offense)	\$25.00 FINE FIRST \$50.00 FINE SECOND \$100.00 FINE THIRD
VAPING/POSSESSION OF VAPING PARAPHERNALIA ON CAMPUS	\$50.00 FINE FIRST \$100.00 FINE SECOND \$150.00 FINE THIRD
SMOKING IN THE BUILDING Fine doubles for each offense	\$100.00 FINE, etc.
STEALING, FIGHTING, HARASSMENT, BULLYING, WEAPONS, DRUGS, OR VANDALISM	FINES, SUSPENSION, OR EXPULSION

NOTE: COSMETICS (INCLUDING LOTION) AND HAIR BRUSHES ARE NOT ALLOWED IN CLASS.
REPETITIVE DISREGARD OF POLICY WILL RESULT IN CONFISCATION.

*Students are not allowed to take pictures of, film, or post on social media about anyone in the building without their permission. Doing so will result in the student losing his/her phone privileges in the building until Parkmont determines they can resume those privileges -- i.e., the student will have to turn in his/her phone at the beginning of each day and collect it when he/she is going home. Failure to comply with the consequence will result in the phone being confiscated until a parent/guardian can come and pick it up and will require a parent meeting with a school administrator.

**Parkmont uses Google Classrooms. As a result, we require students to use emails registered under our domain for all school activities, including classwork and homework. While in class and study hall, students must be signed in to their school account--they will not be allowed to use personal accounts during these times. Other accounts may be accessed during breaks and lunch. Because the accounts are registered with the school, all account activity is visible to the school, and the school reserves the right to review content as necessary.

A Policy Statement on Drugs, Including Alcohol, to Parkmont Families

Our position on drugs is drawn from the belief that drug use is an issue of health, not of morality. We believe that people who use drugs are neither bad nor good, but that they are engaging in behavior that is physically, emotionally and intellectually unhealthy. Our drug policy is based on the concept that for Parkmont to be a place where learning and personal growth are possible, drug use cannot be accepted.

We believe that drugs can cause serious damage to anyone who uses them. When a person is using drugs, emotional growth stops, and problems and challenges are avoided. The use of alcohol and other drugs lowers motivation, causes loss of memory, loss of concentration, and loss of reasoning and analytical skills. These effects in turn cause poor school work, less involvement in activities, and less interest in any world except the drug world. People's time becomes increasingly organized around their drug use and students who organize their time and conversation around drugs can put other students in danger.

Drug use also decreases openness, trust, and connection between members of a community like ours. Because drugs are illegal, secrecy envelops the people who are involved with them. Families, students and the school are hurt: hurt if drug use is discovered, and hurt if it is not.

At Parkmont, no drugs, including alcohol, are allowed. No paraphernalia is allowed in school, and students are instructed to stay out of alleys and backyards. Evidence of drug use will be dealt with in the following ways:

1. We will inform the student and parents of any concerns regarding drug use. If we suspect that a student is under the influence of any substance while in school, we will have a parent come to take the student out of school immediately.
2. In response to concerns about a student's drug use, we may require an immediate drug test be performed on a student's blood. The drug test must be one that shows exact levels. For a student who tests positive for drugs, we require weekly, unannounced drug tests for a minimum of two months with a copy of the results provided to the school. The student may also be asked to see a therapist to work on any underlying issues. These tests and therapy are the responsibility of a student's parent or guardian.
3. We offer the following levels of intervention for a student who uses drugs and wishes to remain a part of the Parkmont community:
 - a) If the student continues to use drugs, as shown by the drug tests, he or she must enter an outpatient substance abuse treatment program at a local hospital, and provide the school with proof of attendance, as well as continue with the first level of intervention.
 - b) A student who still cannot remain sober must enter a residential treatment program in order to remain enrolled at Parkmont. The school will work with the hospital to ensure that academic work remains on track.
 - c) If, after these interventions, a student is still not committed to sobriety, a more therapeutic school is called for and he or she will be asked to leave Parkmont. Alternatively, once the student demonstrates to the satisfaction of parents and the school a commitment to remain drug-free, the school will no longer require drug tests as a condition of remaining at Parkmont.

4. We reserve the right to expel students who are found using drugs or bringing paraphernalia or drugs to school; this includes students who are encouraging drug use.

We believe that these steps are compassionate and are the best way to ensure the health of students and of the Parkmont community.

Other Areas of Student Involvement

Advisory Meetings

There are three 45-minute Advisory study halls during the week. Advisory study halls serve as a place for completing class work, as well as group discussion, and it is assumed that all advisors and students will work towards a format that facilitates this end. These discussions have often centered around current events. Advisory serves as a forum to help enhance social and organizational skills and to enrich ourselves with life skills and information about contemporary issues both local and international. As students near graduation, their advisors help them make a plan for the future and ready themselves for transition.

Internship Templates

The internship template consists of required written assignments and projects related to the internships. Students are expected to work on their templates each week in advisory and to complete the required work each session. Students must complete all template requirements in order to receive full credit for internships.

Advisory Clean-Up

Advisories take turns doing clean-up. Each advisory group conducts clean-up for a week (on Mondays, Tuesdays, and Thursdays) and then will not do it again for four weeks. Clean-up takes place after school from 3:30 to 4 or 4:15. The school provides equipment, cleaning supplies, and gloves. Details about clean-up will be given to you at a later date, but the general clean-up assignments are:

- Sweep floors
- Vacuum carpeted areas
- Clean all 5 bathrooms
- Empty trashcans

Parent Conferences

The parent conferences consist of a meeting with Ron or Nijole, the student, his/her parents, and the advisor in the fall and the spring. The student's performance over the course of the year thus far is discussed. Recommendations are also made for helping students make good use of the program and for preparation for graduation and future plans.

Occasionally other conferences take place as well; sometimes they occur without the student and sometimes they happen after a specific incident has occurred.

Morning Announcements

Announcements are held each day at 9:30 for 20 minutes. This is a time to announce any field trips, changes in the daily schedule, make reminders to students, etc. Announcements are held in the Commons room. All students, staff and faculty are expected to attend.

School Meeting

School meeting is an opportunity for students and staff to discuss any issues that may be affecting individual or multiple members of our school community. It is held once a week in place of announcements, and lasts for 30 minutes unless a pressing topic keeps us longer. Each session, a student is elected chair of the school meeting, and that person conducts the meetings and keeps them in order. The chair asks for agenda items at the start of the meeting (which can be offered by either students or staff) and then he/she takes down the names of those who want to participate in the discussion while each topic is being addressed.

Academic Concerns

Academic Alert (AA)

Every Thursday, all students fill out weekly reports of overdue assignments they need to complete for each class and have them signed by their teachers. Copies of AA forms are to be taken home as well as placed in students' files.

Interims

Interim Evaluations are written in the middle of a session if a student is failing or at risk of failing, or if there is something particularly noteworthy (positive or negative) to say about a student's performance to date. Middle School students receive interims for all of their classes, regardless of their standing in the class.

Evaluations

At the end of each session, final evaluations are sent home to students and their parents. These include a brief course description, final grade and short evaluation addressed to the student. Math, English and Main Lesson classes give letter grades; afternoon classes are graded Pass/Fail.

End of the year grades

Since Math and English/Reading Group are ongoing throughout the year, students receive a final year grade for these classes after the last session.

PSATs/SATs

Parkmont offers the PSAT at school for all 9th, 10th and 11th graders who have not yet taken it. It will be offered during the morning in the fall, and participating students will miss their Math and Main Lesson classes that day.

Students ordinarily take the SAT at the high school of their choice. However, if the student qualifies for untimed testing due to the request of a doctor in an IEP (because of a learning disability, ADD, or ADHD), we will offer the untimed test on a Saturday at Parkmont. The date of the test will be selected by the college coordinator and upper school advisors.

Parkmont School Plagiarism Policy

Parkmont teaches and upholds a policy of academic honesty for all students. Plagiarism, or failure to properly credit the source of ideas that are not the student's own, is a serious breach of this policy and will be addressed in the following manner:

- First instance of plagiarism in the academic year will result in a teacher-student conversation about the issue and **the opportunity to re-do the assignment** to correct the problem
- Second instance of plagiarism in the academic year will result in another conversation to clarify the policy and **a failing grade for the assignment**
- Third instance of plagiarism in the academic year will result in a larger conversation with the advisor and parents and **a failing grade for the session.**

Bullying Policy

Bullying is any behavior that infringes on the safety of a student physically, verbally or electronically. It includes acts of intimidation, threat, harassment, shaming, direct physical contact, social isolation or manipulation.

At Parkmont we believe that each student is entitled to a safe and healthy school environment that promotes mutual respect and acceptance. We do not tolerate behavior that places a student in jeopardy, either physically or psychologically. We hold members of our community responsible for bullying behavior on social media or online.

Incidents of bullying should be reported to a staff member immediately. The policy applies to students on school grounds, while travelling to and from school or school-sponsored activities, and during such activities, whether on- or off-campus. The policy also applies to online activity that involves members of the school community.

Parkmont School Daily Schedule**MIDDLE SCHOOL****Monday**

8:30-9:30	English
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Math
1:30-2:15	Advisory
2:15-3:30	PM Class

Tuesday

8:30-9:30	English
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Math
1:30-2:15	Advisory
2:15-3:30	PM Class

Wednesday

8:30-9:30	English
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Math
1:30-3:30	Study Hall/Advisory

Thursday

8:30-9:30	English
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Math
1:30-2:15	Advisory
2:15-3:30	PM Class

Friday

8:30-9:30	English
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Math
1:30-2:00	MS Meeting

UPPER SCHOOL**Monday**

8:30-9:30	Math
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Reading Seminar
1:30-2:15	Advisory
2:15-3:30	PM Class

Tuesday

8:30-9:30	Math
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Reading Seminar
1:30-2:15	Advisory
2:15-3:30	PM Class

Wednesday

8:30-9:30	Math
9:30-9:45	Announcements
9:45-12:00	Main Lesson
1:00-4:00	Internship

Thursday

8:30-9:30	Math
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Reading Seminar
1:30-2:15	Advisory
2:15-3:30	PM Class

Friday

8:30-9:30	Math
9:30-9:45	Announcements
9:45-12:00	Main Lesson
1:00-4:00	Internship

Study Halls

- The building opens at 7:45 a.m. on school days. There is a morning Math Study Hall from 7:45-8:30 a.m., Tuesday through Friday, for Upper School students.
- There is an optional after-school Study Hall for all students on Monday, Tuesday and Thursday from 3:30-4:30/5:00 p.m.
- There is a *mandatory* after-school Study Hall (MSH) for students who have been asked to attend optional Study Hall and have not complied. Parents will be notified when students are required to attend MSH. Not attending will result in other consequences.
- Upper School students who have no Internship to attend stay for Internship Study Hall on Wednesdays until 3 pm and Fridays until 2 pm.
- On the last Friday of each session, Upper School students who have not completed the required work for the previous session must come in and work on missing assignments and Internship template work. There is no school for Upper School students who are current with these assignments. ALL students (including MS students) are dismissed at noon and all US students are expected to go to their afternoon Internships.
- Each session, we hold three to four mandatory Saturday study hall sessions for Upper School students who are significantly behind on assignments. These sessions take place from 9am-1pm, and advisors notify parents if their child must report to Saturday study hall.

NON-DISCRIMINATORY POLICY (Title VI of Civil Rights Act of 1964)

No person shall, on the basis of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any Federal financial assistance program. This policy applies to any service, financial aid, employment or other benefits or activities offered by Parkmont School to its students or employees.

AGE DISCRIMINATION POLICY (Age Discrimination Act of 1975)

No person shall be excluded from participation or denied benefits on the basis of age with regard to admissions, financial aid, or other activities at Parkmont School.

STUDENTS WITH DISABILITIES POLICY (Rehabilitation Act of 1974, Sec. 504)

Parkmont School prohibits discrimination against qualified individuals on the basis of disability and will not exclude qualified disabled students if the student can, with or without a reasonable accommodation, receive an appropriate education.

The school has appointed a Sec. 504 Coordinator who will coordinate compliance and provide requisite grievance procedures with due process standards providing for a fair resolution of complaints. The Sec. 504 Coordinator can be contacted by telephone, email or in person during regular office hours.

Sec. 504 Coordinator, 504@parkmont.org, 202-726-0740.

The school will provide equal opportunity for all students to participate in extracurricular activities and will provide a reasonable accommodation (not special education) to accommodate students with disabilities.

Outside the classroom, Parkmont will provide physical accessibility and equal opportunity to participate in nonacademic and extracurricular services and activities, including counseling services, physical education activities and athletics.

Examples of “reasonable accommodations” may include the following:*

- Extended time for assessments and classwork
- Computer use for assessments and classwork
- Quiet Space/Reduced Distractions for assessments
- Small group and individual testing for major exams
- Preferential seating
- Second set of books
- Four-function calculator on math assessments
- Note-taking support in the form of teacher notes and powerpoints or buddy notes
- Use of recorded books and materials, such as audiobooks
- Assistance with chunking/breaking down assignments
- Frequent breaks
- Large print text with white space for vision impairments
- Reinforcement of directions in both visual and auditory forms

- No scantrons on standardized tests (no bubbling/transferring answers)

*All requests for reasonable accommodation are unique and will be evaluated by Parkmont based on the individual facts presented. These examples are for illustration purposes only.

SEXUAL MISCONDUCT POLICY AND STUDENT COMPLAINT PROCEDURE (Title IX of the Education Amendments of 1972)

Parkmont School does not discriminate on the basis of sex or gender in its educational programs or activities. In accordance with Title IX, Parkmont School will take specific steps to stop sex- and gender-based misconduct, remedy its effects, and prevent its recurrence. Title IX states that:

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient, which receives Federal financial assistance.

Parkmont School has enacted this Sexual Misconduct Policy and Student Complaint Procedure (“Policy”) to reflect and maintain its institutional values and community expectations, to provide fair and equitable procedures for determining when sex- or gender-based discrimination or harassment has occurred, and to provide recourse for individuals who are victims of sex- or gender-based discrimination or harassment. Inquiries concerning the School’s application of Title IX may be referred to the School’s Title IX Coordinator, who may be contacted at title9@parkmont.org.

We encourage parents to review this Policy with their child(ren) to ensure they understand the behaviors and conduct that are prohibited, as well as how to raise concerns.

Scope of this Policy

This Policy applies to all forms of sex- or gender-based harassment, discrimination, or violence (together, “Prohibited Conduct” as defined below) that may deny or limit a student’s ability to participate in or benefit from Parkmont School’s educational programs or activities. Prohibited Conduct can include, but is not limited to, sexual harassment, sexual assault, and sexual exploitation, as well as harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. This Policy also prohibits retaliation against a person for reporting Prohibited Conduct under this Policy or for participating in an investigation of an alleged violation of this Policy.

This Policy applies to any Prohibited Conduct by students, employees, faculty, parents, and third parties, including visitors/guests, volunteers, vendors, and contractors. Parkmont School may be limited in what actions it may take when investigating or responding to a report if an accused individual is not (or is no longer) affiliated with the school at the time the report is made. In such cases, Parkmont School will still, to the best of its ability, conduct an investigation, take steps to prevent the recurrence of misconduct to the extent it is able, and remedy the effects, if appropriate.

This Policy covers conduct which occurs both on and off school grounds. In addition to the school, this includes locations such as field trips, all-school adventure trips, travel classes, athletic activities, and any school-sponsored events. Even misconduct that occurs outside of school, during “personal time,” could have continuing effects in the school, and therefore is covered by this Policy.

Title IX Coordinator

The Title IX Coordinator is responsible for:

- Ensuring Parkmont’s compliance with Title IX.
- Overseeing anti-discrimination and harassment training and education.
- Overseeing and coordinating the response, investigation, and resolution of reports made under this Policy.
- Overseeing certain aspects of discipline, including referring complaints to other personnel in the school as appropriate.

Upon receiving reports of Prohibited Conduct covered by this Policy, the Title IX Coordinator will ensure appropriate action to eliminate the conduct, prevent its recurrence, and remedy its effects. The Title IX Coordinator can be contacted by telephone, email or in person during regular office hours.

If the complaint is regarding alleged Prohibited Conduct by the Head of School, the appropriate person to contact is the President of the Board of Parkmont School, whose name and contact information is on the Parkmont website.

Title IX Coordinator, title9@parkmont.org, 202-726-0740.

Definitions of Sex- or Gender-based Discrimination

- ***Prohibited Conduct:*** All forms of sex- or gender-based harassment, discrimination, or violence that may deny or limit a student’s ability to participate in or benefit from Parkmont School’s educational programs or activities. Prohibited Conduct can include, but is not limited to, sexual harassment, sexual assault, and sexual exploitation, as well as harassment based on gender identity, gender expression, and nonconformity with gender stereotypes.
- **Responsible Employee:** Any employee (1) who has the authority to take action to redress sexual harassment/misconduct; (2) who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX Coordinator or other appropriate designee; or (3) whom a student reasonably believes has this authority or duty.
- ***Sex- or Gender-based Discrimination:*** Discrimination occurs when one experiences negative or adverse conduct based on characteristics protected in this Policy and/or applicable local and federal laws, where such conduct has the effect of denying or limiting one’s ability to benefit from

and fully participate in educational programs or activities or employment opportunities. Sex- or Gender-based Discrimination refers to a specific type of discrimination, which includes the disparate treatment of a person or group because of that person's or group's sex, sexual orientation, actual or perceived gender, gender identity, or gender expression. Sex- or Gender-based Discrimination includes conduct such as assigning students materially different assignments based on their actual or perceived sex or gender. It does not include conduct such as requiring students to use different bathrooms, or using sex or gender as a means to quickly divide the class in half for non-material educational purposes (such as having students complete the same activity by placing them in teams of "boys vs. girls").

- **Harassment:** Sexual harassment is unwelcome conduct of a sexual nature, including but not limited to: unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. Sexual harassment specifically includes conduct of a sexual nature which is either explicitly or implicitly made a term or condition of a student's success in school. For example, if one student tells another that he will not do his work for the group project unless she kisses him, that is sexual harassment. In addition, depending on the particular facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.
- **Unwelcome Conduct:** Conduct is considered "unwelcome" if the individual did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
- **Hostile Environment:** *A hostile environment exists when sex- or gender-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the school's programs or activities. The more severe the harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex- or gender-based harassment is not particularly severe.*
- **Consent:** Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. Note that because of the age of the students at Parkmont School and the position of authority that employees

hold over students, Parkmont School will never consider a student to have consented to sexual contact with any employee.

- **Non-Consensual Sexual Activity:** Includes any sexual contact, however slight, with an object or bodily part, by one person upon another that is without consent.
- **Incapacitation:** Includes, but is not limited to, lack of consciousness, being asleep, being involuntarily restrained, or otherwise being unable to consent. Indicators of incapacitation include slurred speech, bloodshot or unfocused eyes, unsteady gait (needing assistance walking or standing), vomiting, concern expressed by others about the individual, expressed memory loss, or disorientation.
- **Sexual Assault:** Sexual assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to: intentional touching of another person's intimate parts without that person's consent; or other intentional sexual contact with another person without that person's consent; or coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent.
- **Sexual Contact:** The intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.
- **Sexual Exploitation:** Non-consensual sexual abuse or exploitation of another, when such behavior does not otherwise constitute another specifically defined behavior. Examples of sexual exploitation include, but are not limited to, non-consensual use of electronics to capture, reproduce, or share images of a sexual nature without the consent of the parties involved, public indecency, or exposing genitals to others without consent, or engaging in "peeping" (observing another when privacy would be reasonably expected) without consent.

Reporting Prohibited Conduct

Parkmont School strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident involving violence, including sexual assault. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

Parkmont School also encourages all individuals to make a report of Prohibited Conduct to both the school and to local law enforcement, although neither is required. These reporting options are not mutually exclusive. Both internal and external reports may be made simultaneously. The procedures under this Policy may run concurrently with any criminal justice or child protection investigation, and will only be subject to temporary delays at the specific request of law enforcement. Because the standards for finding a violation of a criminal law are different from the standards articulated in this Policy, criminal investigations or reports or determinations made by child protection officials are not determinative of whether a violation of this policy has occurred.

Filing a Report with Parkmont School

Any individual who wishes to report Prohibited Conduct is encouraged to report directly to the Title IX Coordinator or any other responsible employee. Reports may be made in person, by telephone, or in writing. If a complaint implicates the Title IX Coordinator, or if a Complainant is otherwise uncomfortable bringing their concerns to another responsible employee, they may bring their complaint to the Head of School. Depending on the nature of the complaint, the Head of School may designate another appropriate individual to conduct an investigation and/or coordinate a response.

All employees of the School are expected to immediately report suspected child abuse and neglect to the Head of School, who will assist in coordinating the appropriate response and fulfilling employees' mandatory reporting obligations. Thus, confidentiality cannot be guaranteed when an individual makes a report to a school employee, including school counselors. If the complaint is regarding the Head of School, the report should be made to the President of the Board of Parkmont School.

Requests for Confidentiality and/or Anonymity

Individuals making reports under this policy may request that the Title IX Coordinator not reveal their identity to the individual they are accusing of misconduct. If an individual requests this type of confidentiality, the Coordinator will weigh the request against the school's obligation to provide a safe, non-discriminatory environment for all members of its community. The Coordinator will try to honor these requests, but it is not always possible to do so. Regardless of whether an individual requests confidentiality, the school will make every effort to prevent disclosure of the names of all the parties involved – the reporting individual, the Complainant, the witnesses, and the Respondent – except to the extent necessary to carry out an investigation.

Individuals who wish to remain anonymous can leave an anonymous report with the Title IX Coordinator by providing a written summary of the incident, and leaving this written summary in the Coordinator's email or physical mailbox. Individuals leaving an anonymous report should be aware that failure to disclose identifying information about the identities of the parties involved or the facts and circumstances regarding the Prohibited Conduct (including the names of any witnesses) severely limits the school's ability to respond and remedy the effects of the misconduct. Anonymous reports that provide enough information to constitute suspected ongoing abuse of a minor will still be reported to child protective services and/or local law enforcement.

Complaint Resolution Process

1. Initial Meeting

After a report of Prohibited Conduct is made, the Title IX Coordinator will hold a meeting with the individual who filed the complaint (the "Reporting Individual") as soon as possible upon receipt of the report. If the Reporting Individual is not the victim/target of the Prohibited Conduct (the "Complainant") and is only making a report, then the Coordinator will meet with both the Reporting Individual and the Complainant. At that meeting(s) the Coordinator will do the following:

- Ask additional questions to clarify facts/allegations reported by the Reporting Individual/Complainant.
- Assess the severity of the situation.
- Explain the School’s resolution procedures and determine if and how the Complainant would like to proceed with the Complaint.

The Coordinator will seek permission from the Complainant to initiate a formal report. Permission for a formal report may be given initially, but can be withdrawn at any time. If a Complainant declines to make a formal report, requests that the report remain confidential, and/or later withdraws permission for the formal report, the Coordinator will weigh the request against the school’s obligation to provide a safe, non-discriminatory environment for all members of its community.

2. Formal Report

If the Complainant chooses to make a formal report and proceed with Parkmont School’s resolution procedures, the Coordinator will make an initial determination as to whether the facts, if as alleged are true, would violate this Title IX policy. If the Complaint does not implicate Title IX, the Coordinator will refer the Complaint to the appropriate person to resolve the Complaint.

Assuming that the facts, if true as alleged, would constitute a violation of this policy, the Coordinator will provide written notice of the Complaint to the individual(s) alleged to have committed the Prohibited Conduct (the “Respondent(s)”). The notice shall contain the date(s) the alleged Prohibited Conduct occurred and a brief description of the Prohibited Conduct, as well as a copy of this Policy. The Coordinator may also notify any students’ parents/guardians, if appropriate.

Until the Complaint is resolved, the School may take or make available reasonable interim measures to prevent harassment and discrimination and to otherwise ensure a prompt and equitable resolution of a Complaint. These measures may include taking steps to avoid further contact between the Complainant and the Respondent, such as a No-Contact Order.

3. Informal Mediation

Many concerns can be addressed quickly and appropriately by communicating directly with someone. A Complainant is never required to discuss misconduct with an alleged harasser alone. For these reasons, and because Parkmont School recognizes that a wide spectrum of behaviors can constitute violations of this Policy or other school policies, the school offers informal resolution (mediation) in appropriate circumstances.

Mediation is the preferred method of resolving many concerns between students. However, it is not appropriate in all situations. The Coordinator will make the determination regarding whether mediation is appropriate. All parties must agree to participate in mediation; otherwise, the Coordinator will conduct an investigation.

The nature of mediation is flexible, but in general, the Complainant and the Respondent and, if appropriate as determined by the Coordinator, their parents, meet together with the Coordinator or other school officials to discuss the incident(s) that led to the Complaint and potential resolutions. The goal of mediation is for the Parties to agree on a solution or resolution together, and not to determine fault. Such resolutions may include a no-contact agreement; a permanent change in class, activity, or transportation schedules; a verbal or written apology; or other alternate resolutions. Any agreements reached in mediation will be reduced to writing and signed by both parties.

If the Parties cannot resolve a concern during mediation, if any party refuses to mediate, or if mediation is not appropriate for the Complaint, the Coordinator will initiate an investigation. Any party or, if applicable, a party's parent or guardian, can also decide to end mediation and proceed with an investigation at any time.

4. Formal Investigation

If mediation is inappropriate, does not succeed, or is ended by either the Coordinator, a party, or a parent, then the Complaint will be investigated formally.

The Coordinator may choose to investigate the Complaint themselves, appoint another appropriate investigator from within the School, or retain an experienced external investigator. When necessary, the Coordinator will work with other individuals in the School to avoid the need for multiple investigations of the same incident.

Any investigation should include interviewing the Complainant and Respondent, if possible. It may also include interviewing other relevant witnesses or witnesses identified or requested by the Reporting Individual, Complainant and Respondent. The investigator may collect written or other evidence, including statements from the parties or witnesses.

5. At the Conclusion of the Investigation

After completing the investigation, the investigator will determine (1) whether or not the conduct occurred; (2) whether the conduct constitutes a violation of Title IX, of this Policy, or of any other school policy; and (3) if the conduct was a violation of this Policy, what actions Parkmont School will take to address or end the violation, eliminate any hostile environment, and prevent its recurrence.

The investigator will make their determination based on a preponderance of the evidence standard. This means that the investigator will determine whether they think misconduct is more likely than not to have occurred (there is a greater than 50% chance that misconduct occurred). In determining whether conduct constitutes a violation of the school's policies, the investigator will consider, for example, the age and level of understanding of the student(s) involved, the facts and surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between parties involved, and the context in which the incident(s) occurred.

6. Investigative Findings and Determination

The Respondent (and their parent(s)/guardian(s), if applicable) will be informed in writing of the investigative finding, sanction, and the rationale for the sanction within twenty (20) school days after submission of the Complaint. The Coordinator, in their discretion, may extend the time to complete the investigation if such an extension would be reasonable under the circumstances. The Complainant (and their parent(s)/guardian(s), if applicable) will also be informed, in writing, of the outcome of the investigative process.

If you do not receive a written response from the School within 30 school days, you may contact the Coordinator regarding the status of the investigation..

7. Discipline of Students:

If, following investigation and consideration of any investigative report and findings, Parkmont School believes that discipline of a student is appropriate, the Head of School, the respective Division Head, and the Title IX Coordinator will confer to determine the appropriate level of discipline in accordance with Parkmont School's published disciplinary process. A student for whom suspension or expulsion is being considered will be given notice and an opportunity to be heard before a final decision regarding suspension or expulsion is made.

8. Corrective Action for Non-Students:

If Parkmont School believes that corrective action or discipline of an employee, volunteer, or third party is warranted, the Head of School will consult with the Title IX Coordinator and the respective Division Head (in the case of employees or volunteers) to determine the appropriate response to the misconduct.

Appeal

The Respondent may appeal the outcome from the decision and/or the sanction/remedy by submitting a written appeal to the Head of School within ten (10) school days after receiving notification of the findings. Disagreement with the finding or sanction is not, by itself, grounds for an appeal. The appealing party must demonstrate that there was insufficient evidence to support the decision, that there is new or relevant evidence that had not, for some good reason, been previously presented, or that the sanction or remedy is substantially disproportionate given the details of the case. The Head of School shall review the Complaint and the record of the investigation, including the investigator's summary of their findings, and may interview the parties again if necessary. Within fifteen (15) school days of receiving the appeal, the Head of School will respond in writing to the appeal, summarizing the outcome of the appeal and any changes to the findings or discipline.

Advisor Guidelines

Any individual being interviewed by the Investigators, including the Complainant and Respondent, has the right to be accompanied to any meeting or proceeding related to this resolution procedure by an advisor of their choice. An advisor is an individual who attends as a supportive presence. An advisor may take notes and quietly confer with the individual being advised at appropriate times, but may not speak on behalf of

the individual or in any way disrupt any meeting or the resolution procedure. Individuals who may have factual information relevant to the Complaint may not serve as advisors. If an individual being interviewed wishes to have an attorney serve as their advisor, he or she may retain counsel independently. Attorney-advisors may participate in the resolution process to the same extent as other advisors, and will not be permitted to speak on behalf of any individual or to interfere with the resolution procedure. Although the Parties are not required to choose an advisor or to bring their advisor to all meetings, utilizing the same advisor throughout the process, unless there are extenuating circumstances, allows the process to move forward in the most efficient fashion.

Notification to Parents

The Title IX Coordinator will determine whether the Complainant and/or Respondent's parent(s)/guardian(s) need to be notified of a report of harassment or discrimination. The Coordinator, in their professional discretion, may determine that it is not necessary or appropriate to involve a student's parent(s)/guardian(s). However, the parent(s)/guardian(s) of both the Complainant and the Respondent(s) must be notified, unless otherwise directed by law enforcement or required by law, if the report involves physical assault or unwelcome sexual touching.

A Respondent's parent(s)/guardian(s) must also be notified if it is possible that the Respondent will be suspended or expelled if found responsible for misconduct.

The Complainant may request that their parent(s)/guardian(s) not be notified of a Complaint involving them. Such requests will be considered by the Coordinator; however, the Coordinator in their professional judgment will determine whether it is appropriate to honor such a request.

If notification is required or warranted, the parent(s)/guardian(s) of the Complainant and/or the Respondent(s) should be notified of the Complaint before the close of the current school day, but must be notified not later than two school days after the report is filed, unless otherwise directed by law enforcement or required by law.

A parent/guardian may be invited to attend an interview with the student at the student's request, or if the Coordinator determines that a parent/guardian's presence is necessary or would be helpful to the investigation. A parent/guardian's role at an interview is primarily as a supportive presence. Parent(s)/guardian(s) may not speak on behalf of the student or disrupt the interview.

Prohibition on Retaliation

Parkmont School will not tolerate retaliation. Retaliation is prohibited by Title IX and this Policy. An individual reporting Prohibited Conduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven to be true. This Policy also prohibits harassment of Respondents. In addition, retaliation is prohibited against individuals participating in an investigation under this Policy (such as a witness). The school will take immediate and responsive action to any report of retaliation or additional harassment and will pursue disciplinary action as appropriate.

External Resources

If you are in a life-threatening situation, **please call 911** immediately.

MedStar Washington Hospital Center Emergency Department

110 Irving Street NW, Washington, DC 20010

On-Call Sexual Assault Nurse Examiner (24/7) |

(1-800) 641-4028

D.C. SANE Program Office (9:00 am -1:00 pm, M-F) | (202) 742-1736

Metropolitan Police Department

Sexual Assault Unit (202) 727-3700

Youth and Preventive Services Division

(202) 576-6768

DC Rape Crisis Center

dcrcc@dcrcc.org

(202) 232-0789

Rape, Abuse, and Incest National Network (RAINN) (<http://www.rainn.org/>)

1-800-656-HOPE