

PARKMONT STUDENT HANDBOOK

2023-2024

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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. Students who accumulate math minutes will receive notice that they're expected in study hall; failure to attend this morning study hall will result in accruing more math minutes. This is an incentive for students to arrive at school on time.

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.
5. Students and staff must wear masks at all times in vans.

Locker Rules

We ask that all students use their lockers to store their belongings. There will be a penalty for leaving your bag unattended throughout the building--the bag will be brought to the office and its owner will be charged 1 point to retrieve it.

Eating Rules

Students can eat during break or at lunchtime only in designated areas. Neither eating nor drinking is permitted during class.

Students share responsibility for cleaning up after themselves during lunch. There will be no designated lunch clean up assigned each day.

Phone Rules

US students are allowed to use phones during Main Lesson break (10:45am-11am), and lunch (from 12pm-12:45pm). At all other times, phones must be turned off and stored in lockers or backpacks. Students are not allowed to have a phone on their person or out during class time for any reason (this includes taking pictures of homework to upload, using a phone as a calculator, messaging a parent, charging the phone, etc). Students who do not follow the phone policy will be required to immediately turn their phones into the office. The parent/guardian will be notified and the student will continue to turn their phone into the office each day for the remainder of the session.

MS students will turn in their phones each day. Their first period teacher will collect them (or they will submit them to the office if they are late). Phones will be stored in a locker in the office during the day. Students can collect their phones at the end of the day, either at 3:30 or 4:30pm. If a student opts to leave their phone at home regularly, the parent or guardian should notify the student's advisor. Parents/guardians may contact students by calling the office.

School Chromebook Loan and Computer Policies

Parkmont will provide year-long computer loans for any student who does not have their own laptop that they can reliably use at school and at home.

The school will provide a Chromebook, charger, and soft-foam carrying case. All three of these items will be the responsibility of the student to keep in good condition. If these items are damaged or lost at any point during the school year, families may be asked to provide reimbursement for partial or total replacement costs.

The Chromebook will still be owned by the school, and will need to be returned at the end of the year, or if a student withdraws from Parkmont.

Any student who uses their own laptop during school hours/classes is required to use Google Chrome browser and to log in to the browser using their school email address.

The Hapara browser extension is required to be installed and active during in-school computer use on all computers. Any student who abuses the privilege of using their own computer or uses other methods to work around Hapara could lose the privilege of using their own device.

If a student leaves their assigned computer or charger at home, there are backup chromebooks located in each classroom, that they can use for the class periods throughout the day. We ask that students borrow chargers from classmates as needed, or potentially from the classroom teachers.

Smoking/Vaping Rules

1. Students may not smoke/vape 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/vape within sight of the Parkmont building.
3. No smoking/vaping 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/vaping 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 notify the office when they intend to drive themselves to school and follow the school's guidelines about parking
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.

Points/Fines and Community Service

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

Students who accumulate 50 points will be required to pay half of their points in dollars (\$25 dollars or more) at school the following day. After the first 50 point 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 in a year, the meeting will need to include a parent before the student may return to school. 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 points accrued on the weekly AA forms, and will inform families directly once a student reaches 25 points in fines.

Students have the opportunity to work off their points at school through a variety of tasks and should talk with their advisor when they accumulate points. Advisors will assign tasks to students as needed to reduce their points back to zero if students do not sign up on their own.

OFFENSE	CONSEQUENCE
ELECTRONICS: HAVING PHONES, ETC OUT/ON IN CLASS*	Confiscation
BAG FINE (unattended and not in a locker)	1 point
LITTERING	5 points
INAPPROPRIATE LANGUAGE (After 3 of these, subsequent fine is 10 points)	5 points
RUNNING, EXCESSIVE NOISE, & BALL PLAYING INSIDE BUILDING	5 points
THROWING (paper, juice bottles, etc.)	5 points

ROUGHHOUSING (After 3 fines, subsequent fine is 10 points)	5 points
GUM CHEWING (After 3 fines, subsequent fine is 10 points)	5 points
FOOD OR DRINK CONSUMED ANYWHERE OTHER THAN COMMONS AND OUTSIDE DURING BREAK OR LUNCH (Without permission)	5 points
SITTING ON TABLE	5 points
WEARING A HAT OR HOOD	5 points
INAPPROPRIATE USE OF COMPUTERS **	5 points
THROWING ACORNS, SNOWBALLS OR OTHER DEBRIS OUTSIDE	10 points
BEING IN THE KITCHEN, THIRD FLOOR, OR FACULTY OFFICE WITHOUT A TEACHER OR PERMISSION	10 points
BOC - BOC (being out of class/being on the couch)	15 points
INTERRUPTING CLASS	15 points
FAILURE TO USE SEATBELT IN VAN	25 points
TAMPERING/DESTROYING COMPUTERS	50 points
SMOKING / VAPING / POSSESSION OF VAPING PARAPHERNALIA ON CAMPUS (Fine doubles for each offense)	\$25 FINE FIRST \$50 FINE SECOND \$100 FINE THIRD
SMOKING / VAPING IN THE BUILDING (Fine doubles for each offense)	\$100 FINE
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.

OTHER AREAS OF STUDENT INVOLVEMENT

Advisory Meetings

There are 3 to 4 Advisory study halls during the week that last 30 minutes. Advisory study halls serve as a place for completing class work and it gives students several opportunities per week to check-in with their advisor about work and other school-related issues. As students progress through each session, the year and near graduation, their advisors help them make plans and ready themselves for the future.

Internship Templates

Students who do a traditional internship will be required to complete an internship template. 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.

Parent Conferences

The parent conferences consist of a meeting with Ron, Nijole, Matt, or Willa, the student, his/her parents/guardians, and the advisor in the fall and the spring. This may take place in-person or over Zoom. 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 Announcement

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. All students, staff and faculty are expected to attend wearing face masks.

School Meeting

School meetings are 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

At Parkmont, credits are earned as follows:

Each Main Lesson	½ Credit
Full Year of Math	1 Credit
Reading Seminar	1 Credit
Full Year of PM Class	1 Credit
Full Year of Internship	1 Credit
One Year Total	6 ½ Credits

We define a credit in accordance with the Carnegie Unit of Academic Credit definition, which is 120 hours of classroom instruction. Credit may also be given for classes taken outside of Parkmont (with approval of the faculty). Such classes could include summer school and junior college courses, art classes, physical education/sports, and health/CPR courses.

AA (Academic Alert)

Every Thursday, all teachers submit weekly reports of overdue assignments they need to complete for each class. Copies of AA forms are emailed to students and parents.

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. Students receive interims for all of their classes, regardless of their standing in the class. These will be emailed in the middle of the session.

Evaluations

At the end of each session, final evaluations are emailed 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 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.

PSAT/SAT

Parkmont offers the PSAT at school for all 9th, 10th and 11th graders each year, as well as 12th graders who would like to take it. It will be offered during the morning in the fall, and participating students will miss their Math and Main Lesson classes that day. Math and Reading Group teachers will review the types of questions students will encounter in the weeks

before the PSAT is administered. Students will receive practice books if they would like to do further preparation.

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 DAILY SCHEDULE 2023-24

MIDDLE SCHOOL

Monday

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

Tuesday

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

Wednesday

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

Friday

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

UPPER SCHOOL

Monday

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

Tuesday

8:30-9:30	Math
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:45	Lunch
12:45-1:45	Reading Group
1:45-2:15	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
12:00-12:45	Lunch
12:45-1:45	Reading Group
1:45-2:15	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. on Tuesday & Thursday (required for students with math minutes) and Wednesday (optional) for Upper School students. Students who are required to attend will receive an email about it on the preceding day. Students who do not attend a required math study hall will accrue more math minutes.
- There is an optional after-school Study Hall for all students on Monday, Tuesday and Thursday from 3:30-4:30.
- 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.
- 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.

STATEMENT ON DIVERSITY

Parkmont's founding parents wanted a small middle-school program with a high staff to student ratio, engaging and energetic adults excited about working with adolescents, and an inclusive community where supportive relationships for young people were paramount. That has been our intention and practice for 50 years.

The school's early decision to move into the District from Northern Virginia, for pedagogical and diversity reasons (access to the city as a classroom, opportunity to serve other communities) was the first of a series of decisions made in this last half century at Parkmont that have given us the most diverse group of students, neurologically, socio-economically, racially and culturally, in the independent school community. Our most recent decision of significance was to join the Opportunity Scholarship Program in 2012.

We choose staff whose enthusiasm for our student community and our endeavor as a school is palpable. They join our endless quest to be better allies and champions of the young people who make use of our program.

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 and is free from prejudice and abuse. We do not tolerate behavior that places a student in jeopardy, either physically or

psychologically. We are committed to a strict zero tolerance policy on any discrimination, harassment or bullying regarding sexual conduct, race, sex, disability, gender, age, sexual orientation, beliefs and socio-economic background.

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 traveling 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.

A POLICY 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.

REPORTING POLICY

Parkmont is committed to the safety and security of the school community and guests on campus. To meet this commitment, school officials need to know of threats to members of the school community or guests on campus. Threats could come in many different forms such as, without limitation, weapons in the hands of students, dating violence, or threats of self-harm. Any member of our community who knows of or suspects that a threat of physical or emotional harm exists to a member of our school community or guest on campus should report that concern as soon as possible to the Head of School, Dean of Students, Student Support Coordinator, or any teacher. Upon receipt of any report of a threat to members of the school community or guests, Parkmont will investigate the threat and respond appropriately under the circumstances. Parkmont will engage law enforcement and will alert parents or guardians if deemed necessary by the school under the specific circumstances of any threat report received.

NON-DISCRIMINATORY POLICY

Parkmont prohibits discrimination and harassment against any member of the school community on the basis of race, color, religion, sexual orientation, gender identity or expression, national origin, age, disability, sex, personal appearance, genetic information, economic background, political affiliation, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

STUDENT-ON-STUDENT HARASSMENT, ASSAULT, OR ABUSE PREVENTION POLICY

Parkmont prohibits student-on-student acts of sexual harassment, sexual assault, and dating violence. Parkmont shall take immediate and appropriate action to investigate known or reasonably suspected acts of student-on-student harassment, assault, or dating violence. This policy applies to student-on-student acts of sexual harassment, sexual assault, and dating violence that occur at school, school events and activities, over social media, and during travel to and from school, school events, and activities.

Parkmont's response to allegations of student-on-student acts of sexual harassment, sexual assault, or dating violence will include:

- (1) Taking reasonable steps to interrupt or stop each specific act of student-on-student sexual harassment, sexual assault, or dating violence. Preventing its recurrence and addressing its effects, whether or not the incident is the subject of a criminal investigation;
- (2) Referring complainants to appropriate services and advocacy organizations;
- (3) Providing information to complainants regarding the investigatory process;
- (4) Instituting and resolving appropriate disciplinary action; and
- (5) Discussing confidentiality standards and concerns with the complainant.

Reporting Process

All complaints of student-on-student acts of sexual harassment, sexual assault, or dating violence should be promptly directed to Nijole Gedutis, Dean of Students, ngedutis@parkmont.org, 202.726.0740 x207. Upon receipt of such a complaint, Parkmont shall inform the complainant of the rights available under the Scott Campbell, Stephanie Roper, Wendy Preston, Louarna Gillis, and Nila Lynn Crime Victims' Rights Act of 2004; The Human Rights Act of 1977, effective December 18, 1977; and The DC Crime Victims' Rights Act. Parkmont will take reasonable steps to protect the safety of complainants as necessary during the investigation of student-on-student acts of sexual harassment, sexual assault, or dating violence. Parkmont prohibits retaliation of any kind against any individual who, in good faith, reports under this policy or participates in an investigation conducted under this policy.

Training

The Coordinator is responsible for promptly investigating all allegations of student-on-student acts of sexual harassment, sexual assault, or dating violence consistent with this policy. The Coordinator shall receive annual training on (1) issues related to student-on-student acts of sexual harassment, sexual assault, or dating violence; and (2) how to conduct an investigation that protects the safety of complainants and promotes accountability.

Confidentiality

Some complainants may wish to remain anonymous. The Coordinator shall inform the complainant that a confidentiality request may limit the school's ability to respond. If the

complainant continues to request to remain anonymous, then the school shall take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request, as long as doing so does not prevent the school from responding effectively to the complaint and preventing the action from recurring with other students.

Parkmont shall also consider the confidentiality needs of the accused student. Publicized accusations, if ultimately found to be false, may nevertheless irreparably damage the reputation of the accused student.

External Reporting

As mandated reporters, school staff who know or have reasonable cause to believe that a student is a victim of sexual abuse or neglect must report that knowledge or belief to the Child and Family Services Agency by calling (202) 671-SAFE or to the Metropolitan Police Department by calling 911. If the accused student's behavior indicates that they may be the victim of child sexual abuse or child abuse, then school staff shall follow mandated reporting guidelines. CFSA shall only be contacted if the alleged perpetrator of the abuse is the student's parent, guardian, or custodian. In all other cases, the school staff member shall file the report with MPD by calling 911.

Investigation Procedures

Within four (4) business days of receipt of the complaint, the Coordinator shall begin investigating the alleged acts. The investigation may include interviewing. In an effort not to compromise the integrity of any law enforcement or child protective services investigation, the timing and manner of the school's investigation shall be coordinated with Metropolitan Police Department and/or Child and Family Services Agency if necessary. Both the complainant and the accused student shall have the opportunity to present witnesses and other evidence. Every effort shall be taken to prevent disclosure of the names of all parties involved, including the complainant, witnesses, and the accused student. This process shall not last longer than ten (10) business days.

Both the reporting student and the accused student shall have the opportunity to have others present during any school disciplinary proceedings, including the opportunity to be accompanied to any proceeding by an advisor or advocate of their choice. The school may establish restrictions regarding the extent to which an advisor or advocate may participate in proceedings, as long as the restrictions apply equally to the complainant and accused.

When talking with students about alleged incidents, the school shall inform students that they may have their parent/guardian present.

Parkmont will use the preponderance of evidence standard in order to determine if the alleged acts occurred, meaning that the allegations are more likely to be true than to be untrue based on the evidence. Parkmont shall not institute any actions that require the complainant and the accused student to work out an issue raised under this policy.

Within one (1) business day of the completion of the investigation, Parkmont shall notify both the complainant and the accused student contemporaneously of the final binding results of any school disciplinary proceedings that arise from the allegation (e.g., whether the disciplinary proceedings found that student-on-student sexual harassment, sexual assault, or dating violence did occur).

Resources for Victims

The DC Victim Hotline is available 24/7 by telephone, text, or online chat. Through a partnership with the Mayor's Office of Victim Services and Justice Grants (OVSJG) and the National Center for Victims of Crime, the hotline provides comprehensive information, resources, and referrals in the District of Columbia. The DC Victim Hotline represents a collaboration of service providers in the District who are working to seamlessly connect victims of crime to free resources and to help them navigate the physical, financial, legal, and emotional repercussions of crime. To contact the Hotline, dial or text 1-844-4HELPDC (1-844-443-5732) or access the online chat at www.DCvictim.org/Chat.

The following resources, services, and information for students and families affected by student-on-student acts of sexual harassment, sexual assault, and dating violence are available:

- Department of Behavioral Health's (DBH) Behavioral Resource Directory; <https://dbh.dc.gov/page/behavioral-health-resource-directory>
- MPD's Sexual Assault Resources List; <https://dbh.dc.gov/page/behavioral-health-resource-directory>
- MPD's Victim Specialists Unit; <https://mpdc.dc.gov/node/141392>

Resources for Accused

Students who are alleged to have committed acts of student-on-student sexual harassment, sexual assault, or dating violence shall also be connected with appropriate counseling and intervention strategies, beginning with Parkmont's internal resources. Parkmont's team may determine that the student should be connected with other resources, which may include resources from the Department of Behavioral Health's (DBH) Behavioral Health Resource Link or OSSE's Supporting Mental Health in Schools Resources List.

STUDENT ABUSE PREVENTION POLICY

All employees, contractors, and agents of the Parkmont shall adhere to this policy. The policy applies to all actions that occur between school staff and students.

This policy describes steps that Parkmont staff are required to take when they possess knowledge of actual or alleged sexual misconduct, sexual abuse, sexual contact, and/or sexual acts between students and staff. This policy does not replace Parkmont human resources policies for investigating and taking personnel action for misconduct that does not rise to the level of an investigation by the Child and Family Services Agency (CFSA) or the Metropolitan Police Department (MPD).

Prohibition of Student Sexual Abuse by School Staff

Parkmont prohibits actions of student sexual abuse by school staff. Any behavior by school staff toward a student that is unwelcome conduct of a sexual nature and would reasonably cause the student to feel uncomfortable is prohibited, regardless of whether such behavior is complained of by the student, the behavior is overtly sexual, or such behavior could constitute a crime. These behaviors may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. The school takes seriously all allegations of student sexual abuse. When the school knows or reasonably should know that such an act has occurred, the school shall take immediate action and follow the procedures outlined in this policy. The school shall act upon any knowledge of abuse, regardless of whether the student who was abused has filed a complaint or has otherwise notified the school.

Informing the School Community about the Policy

At least once per school year, Parkmont shall provide students, families, and school personnel with this policy and information about where complaints may be filed. In order to ensure that students and families are adequately informed about the policy and procedures, the school shall make this policy available in the following locations: on the school's website, in the main office, in the office of the school counselor and school social worker, and in the parent and student handbooks. Parkmont will inform students of this policy in a developmentally appropriate manner.

Training

Parkmont recognizes the importance of educating its employees and families regarding the prevention of sexual abuse between staff and students.

Parkmont staff shall receive training on sexual misconduct, sexual abuse, and child abuse upon hiring and biennially thereafter. Staff training will include instruction on the following:

- Recognizing and reporting sexual misconduct, student sexual abuse, and child abuse;
- Receiving disclosures of sexual misconduct, student sexual abuse, and child abuse in a supportive, appropriate, and trauma-informed manner;

- Prevention, warning signs, and effects of sexual misconduct, student sexual abuse, and child abuse; and
- Communicating with students and parents regarding reporting and preventing sexual misconduct, student sexual abuse, and child abuse.

Training and information on sexual misconduct, sexual abuse, and child abuse shall also be made available for parents/guardians annually. Training for parents/guardians shall include instruction on the following:

- Recognizing and reporting sexual misconduct, student sexual abuse, and child abuse;
- Receiving disclosures of sexual misconduct, student sexual abuse, and child abuse in a supportive, appropriate, and trauma-informed manner;
- Prevention, warning signs, and effects of sexual misconduct, student sexual abuse, and child abuse;
- Effective, developmentally-appropriate methods for discussing sexual misconduct, student sexual abuse, and child abuse; and
- School and community resources available to assist with the prevention of, and response to, sexual misconduct, student sexual abuse, and child abuse.

Interactions between School Staff and Students

Parkmont shall always view any sexual activity between any teacher, counselor, administrator, coach, or other person of authority and any student enrolled at Parkmont as unwelcome and nonconsensual.

When meeting or communicating with a student one-on-one, school staff shall follow the following guidelines:

- To the maximum extent possible, meet in a public place where both the staff member and the student are in full view of others.
- Avoid physical contact that can be misinterpreted.
- If meeting in a room or office, leave the door open or move to an area that can be clearly observed by others if passing by. If the door must be closed due to a confidential setting (e.g., a mental health counseling session), then ensure that the window is not blocked so that anyone walking by can view into the room.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.
- Always email students from school-issued email addresses. When sending or replying to emails and text messages from students, copy a supervisor and/or the students' parent/guardian.

Prohibition Against Assisting Employment of Perpetrators of Child Sexual Abuse Offenses

Parkmont employees, contractors, and agents are prohibited from assisting a school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative

and personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Parkmont staff members may not help perpetrators by giving recommendations to prospective employers. This prohibition shall not apply if the information giving rise to probable cause has been reported to a law enforcement agency with jurisdiction over the alleged sexual misconduct or sexual assault and any other appropriate authorities as required by federal and District law and one of the following conditions is true:

1. The matter has been officially closed, or the United States Attorney's Office for the District of Columbia or MPD has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the employee, contractor, or agent engaged in sexual misconduct or sexual abuse regarding a minor or student in violation of District or federal law; or
2. The employee, contractor, or agent has been charged with and acquitted or otherwise exonerated of the alleged misconduct or abuse; or
3. The case or investigation remains open and there have been no charges filed against, or indictment of, the employee, contractor, or agent within four years of the date on which the information was reported to the United States Attorney's Office for the District of Columbia or the MPD.

Any school employee, contractor, or agent who knowingly assists another school employee, contractor, or agent who is known or believed to have engaged in sexual misconduct regarding a minor or student shall be subject to appropriate disciplinary action in accordance with the Parkmont staff handbook, up to and including termination of employment.

Parkmont shall maintain records of all allegations of sexual misconduct, child abuse, or the failure to report child abuse, as well as the outcome of any subsequent investigation for all school employees, contractors, or agents. Parkmont shall provide this information when contacted by another school that is considering hiring an applicant.

Addressing Student Sexual Abuse by School Staff

Student, Parent, and Guardian Reporting

Students, parents, guardians, and other individuals are encouraged to file complaints as soon as possible after the alleged act. However, there is no time limit for filing a complaint. Complaints, including anonymous complaints, may occur through any form of communication, including in writing, via telephone, or via in-person conversation. Complaints shall be filed with Nijole Gedutis, Dean of Students, ngedutis@parkmont.org, 202.726.0740 x207 or his/her designee ("Coordinator"). If a student, parent, guardian, or other individual files a report of student sexual abuse with a school staff member other than the Coordinator, then that school staff member shall immediately follow mandated reporter requirements to alert MPD by calling 911. The staff member shall then report the information to the Coordinator.

Reporting students, parents, guardians, or other individuals may choose to simultaneously alert MPD by calling 911. Even if MPD is investigating, Parkmont shall continue its own

investigation, as legal standards for criminal investigations are different from the standards under this policy. Parkmont shall not delay its investigation while the MPD investigation occurs. However, Parkmont shall refrain from interviewing any involved parties until after MPD has conducted its interviews.

If a reporting student decides against filing a formal complaint, Parkmont shall still investigate and take appropriate steps to resolve the situation and ensure the safety of all students. Furthermore, the school shall investigate any incidents of misconduct involving direct observation by school staff, regardless of whether the student files a report or requests any action. In an effort not to compromise the integrity of the law enforcement and child protective services investigation, the timing and manner of the school's investigation shall be coordinated with both of those entities.

Mandated Reporting by Parkmont Staff

All Parkmont staff have the duty to report the complaint to appropriate school officials. Additionally, all mandated reporters of Parkmont are required to report any information of neglect or abuse of a child to MPD by calling 911 or to CFSA by calling (202) 671-SAFE. CFSA shall only be contacted if the alleged perpetrator of the abuse is the student's parent, guardian, or custodian. In all other cases, the school staff member shall file the report with MPD by calling 911.

The report shall include as much of the following information as possible:

- The name, address, age, and gender of the student;
- The staff member allegedly perpetrating the sexual misconduct against the student;
- The nature and extent of the sexual misconduct, as the individual knows it – and any previous sexual misconduct that the individual may know about; and
- Any additional information that may be helpful.

There is no requirement that the reporter determine whether the report is substantiated. It is not the responsibility of Parkmont staff to prove that the student has been a victim of sexual misconduct or to determine whether the student is in need of protection.

School staff shall cooperate with CFSA and MPD personnel authorized to investigate reports of sexual misconduct, including by preserving any video footage, providing access to students, providing space for CFSA or MPD to conduct interviews, and allowing for the student to be interviewed without school staff present. Parkmont shall limit communication about the investigation to only those individuals who are required to know.

Upon making the report to CFSA or MPD, Parkmont staff shall then promptly deliver the report to the Coordinator and the Head of School. In an instance where the Coordinator and/or the Head of School is the subject of the report, Parkmont staff shall deliver the report to the President of the Parkmont School Board of Trustees.

Confidentiality

Parkmont shall discuss confidentiality standards and concerns with the reporting student. Every effort shall be taken to protect the confidentiality of reporting students. Some reporting students may wish to remain anonymous. Parkmont shall inform the reporting student that a confidentiality request may limit its ability to respond. If the reporting student continues to request to remain anonymous, then Parkmont shall take all reasonable steps to investigate and respond to the complaint consistent with the reporting student's request, as long as doing so does not prevent the school from responding effectively to the complaint and preventing the action from recurring with other students.

Retaliation

Retaliation against any person who has filed a complaint, or has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this policy is prohibited, and therefore a party engaged in retaliatory behavior shall be subject to disciplinary action. Retaliation may include, but is not limited to, harassment, threats, taunting, spreading rumors, unauthorized disclosure of the details of an investigation, racism, assault, destruction of property, or any negative conduct toward participants in response to an investigation and the events causing it. Anyone found to have engaged in retaliation will be subject to disciplinary action.

Responding to Allegations of Student Sexual Abuse by School Staff

The school shall adhere to the following procedures when responding to allegations of student sexual abuse by school staff.

Immediate Steps

After a report has been filed with CFSA or MPD and the Coordinator, then Parkmont shall immediately begin the following protocol.

1. Acknowledgement of Receipt of Complaint

Within three business days of receipt of the complaint, the Coordinator shall acknowledge in writing receipt of the complaint and inform the reporting student, parent, guardian, or staff member of the steps of the investigatory process.

2. Interim Measures to Protect the Safety of the Student Experiencing Alleged Student Sexual Abuse

Upon becoming aware of any allegation of student sexual abuse, the school shall take immediate actions to interrupt or stop the occurrence, prevent its recurrence, and address its effects. These actions shall occur regardless of whether the incident is the subject of criminal investigation. Responsive measures shall be designed to minimize, as much as possible, the burden on the reporting student. In order to protect, as much as possible, the confidentiality of the reporting student, responsive measures shall only be shared with school staff who are actively involved in

their implementation. The school shall formalize the actions it is taking in a written action plan. These actions may include the following:

- Altering the reporting student's and/or the accused staff member's schedule to minimize or eliminate contact between them. Preference shall always be given to maintaining the reporting student's schedule and modifying the accused staff member's schedule;
- Changing locker locations;
- Allowing the reporting student to withdraw from a class without penalty;
- Providing an escort to ensure that the reporting student feels safe throughout the school building;
- Providing academic support, such as tutoring, for the reporting student;
- Considering steps to ensure safe passage to and from school for the student;
- Providing access to the school's behavioral health team;
- Providing referrals to community-based services; and
- Placing the staff member on administrative leave while the investigation occurs.

3. Informing the School Community

Parkmont shall work with MPD to determine when it is appropriate to notify the school community, including parents/guardians, of a complaint. Each complaint will be considered on a case-by-case basis, and the appropriate communication will then be developed. Parkmont shall take care not to compromise any investigation by releasing information prior to being instructed to do so by MPD. Once MPD has determined that a communication can be released, it may contain the following information:

- a. A statement that an investigation into sexual misconduct is taking place at the school; and
- b. Information about the administrative action taken by the school to ensure that the alleged offender, at a minimum, has no unsupervised contact with students.

In order to ensure the integrity of the investigation and to comply with confidentiality requirements, the school shall make every effort to prevent disclosure of the name of the reporting student, the name of the accused staff member, and the name(s) of any witness(es), except as instructed by MPD. Publicized accusations, if ultimately found to be false, may nevertheless irreparably damage the reputation of the accused staff member.

Impartial Procedures for Investigating Complaints

Parkmont shall impartially complete its investigation of complaints using the preponderance of the evidence standard. Disciplinary action shall be instituted and resolved immediately upon completion of the investigation, in accordance with Parkmont's grievance procedures and staff handbook.

Resources for Affected Students and Families

The DC Victim Hotline is available 24/7 by telephone, text, or online chat. Through a partnership with the Mayor's Office of Victim Services and Justice Grants (OVSJG) and the National Center for Victims of Crime, the hotline provides comprehensive information, resources, and referrals in the District of Columbia. The DC Victim Hotline represents a collaboration of service providers in the District who are working to seamlessly connect victims of crime to free resources and to help them navigate the physical, financial, legal, and emotional repercussions of crime. To contact the Hotline, dial or text 1-844-4HELPDC (1-844-443-5732) or access the online chat at www.DCvictim.org/Chat.

Additionally, Parkmont's counselors are available to provide support for students, which may include individual counseling and referral for community-based services.

Please consult the following for lists of appropriate resources, services, and information for students and families affected by student sexual abuse.

- Department of Behavioral Health's (DBH) Behavioral Resource Directory;
- MPD's Sexual Assault Resources List;
- MPD's Victim Specialists Unit; and
- OSSE's Supporting Mental Health in Schools Resources List.