**Responsibilities and Expectations of Volunteers**

**DRIVING FOR SCHOOL TRIPS**

Drivers for school trip/activities must be fit to do so and hold a valid driver’s license.

**HARASSMENT/ABUSE/RETALIATION**

Harassment: The School is committed to providing an environment free of harassment or abuse of any kind. Sexual harassment and harassment based on gender, age, race, color, religion, national origin or disability are prohibited as defined by law and contradictory to the School's policy and philosophy. The Uniformed Services Employment and Reemployment Rights Act (“USERRA”) also provides certain protected status rights arising from past or present membership or obligation to serve in the uniformed services under circumstances provided by the Act. Inherent in Charleston Day School's belief in respect for the individual is the principle that every individual, including each student, teacher or member of staff/administration, or volunteer is due appropriate respect and freedom from harassment in any form. Therefore, harassment as defined in this policy may or may not be based upon a legally protected status. As to students, abuse, as defined below, may or may not overlap with harassment; additional legal protections and requirements are provided under state law.  **All forms of sexual harassment, other prohibited harassment and abuse, as defined below, in or affecting the School environment to the extent it acts to create a hostile or harassing environment, are specifically prohibited.**

Sexual Harassment, Other Prohibited Harassment and Abuse

Definitions

The definitions are interpreted and applied by the School consistent with applicable law as well as accepted standards of mature behavior. While protected status protections may not be available to Charleston Day School students under current applicable law, Charleston Day School also prohibits sexual/gender and non-sexual harassment of its students and employees and volunteers using the definitions below.

Harassment Based on Legally Protected Status

(A) Sexual/Gender Harassment (Protected Status): Sexual/gender harassment is defined to include unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, whether or not such conduct is legally actionable. Undesired physical contact, repeated, unwelcomed requests for social engagements, and questions or comments about sexual behavior or preference are included in this definition. Additionally, sexual harassment is behavior directed at an employee (whether faculty, staff or administration), volunteer or student because of his or her sex/gender when (i) submission to such conduct is made either explicitly or implicitly a term or condition of a student’s academic or other School related benefits or employee’s employment; (ii) educational or other School related opportunities/academic benefits for students, job benefits for employees or other decisions affecting an individual’s employment or such opportunities/benefits are explicitly or implicitly granted or withheld based on submission to, or rejection of, unwelcome requests or conduct, based on sex/gender; or (iii) the academic, School related and/or work environment is hostile, in other words, oppressive and/or has the purpose or effect of unreasonably interfering with a student’s academic performance or an employee’s or volunteer’s job performance by creating a sexually intimidating, hostile, or offensive educational or work environment. Such harassment may also be based upon gender alone, despite lack of sexual advances.

(B) Other Protected Status Harassment (non-sexual): Harassment based on other protected status is defined consistent with the law to include conduct which has the purpose or effect of unreasonably interfering with a student's academic/school related performance or employee’s or volunteer’s job performance or of creating or, for the School’s purpose, tending to create, an intimidating, hostile, or offensive school or work environment on the basis of a person's legally protected status other than sex or gender, i.e. race, age, color, religion, national origin, disability and/or military service or obligation.

(C) Examples of Protected Status Harassment: For purposes of this policy, the following are examples of prohibited sexual/gender harassment and other protected status harassment as defined above. Harassing or offensive conduct in the School/academic environment or workplace, whether committed by regular members of Charleston Day School’s community (including students, faculty, staff, administrators and volunteers) or third parties (e.g., parents, guests, vendors) in school related settings may include, but is not limited to:

* Unwelcome sexual advances or requests for sexual favors or other favors based upon stereotypes of race, color, religion, sex, gender, national origin, protected age, disability and/or military service/obligation;
* Unwanted physical contact, including touching, pinching or brushing the body;
* Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats; epithets; slurs; negative stereotyping (including “jokes”); or threatening, intimidating or hostile acts which relate to race, color, religion, gender, national origin, protected age, disability and/or military service/obligation;
* Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; written or graphic material (including communications by computers) that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, protected age, disability and/or military service/obligation and that is placed on walls, bulletin boards, or elsewhere on Charleston Day School’s premises, or that is circulated in and affects the School community via e-mail, internet posting or otherwise; and
* Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (*even if not sexual in nature*) or upon race, color, religion, gender, national origin, protected age or disability and/or military service/obligation.

Non-Protected Status Harassment: For the School's purposes, prohibited harassment in the academic environment not necessarily based on sex/gender or other protected status may be defined as follows: any harassing behavior in the academic/school environment, either verbal or non-verbal, where such behavior threatens a student’s safety and/or traumatizes the student to a point that the student’s performance in the academic/school environment is significantly affected.

Abuse: The School prohibits and is committed to the prevention of any form of abuse, including physical, sexual, or psychological abuse. For School purposes, the term "abuse" can refer to any incident where any individual, adult or child, engages in conduct that harms or substantially threatens the physical, sexual or psychological well-being of any student. Such abuse can be sub-divided into three areas:

(A) physical abuse: non-accidental physical injury and/or extreme and/or repeated failure on the part of the caretaker to meet the child's physical needs;

(B) psychological abuse: extreme and/or repeated conduct which is inhumane or otherwise unconscionable;

(C) sexual abuse: sexual involvement between a child and an individual who has greater knowledge, authority, power or resources.

Reporting Duties for All Types of Discrimination, Harassment, Retaliation and/or Abuse

Any student employee or volunteer who believes that a Faculty member's, Administrator's, school employee's, nonemployee's, volunteer’s or fellow student’s actions or words constitute discrimination, harassment, retaliation or abuse toward himself/herself or another has a responsibility to report the situation immediately to the Headmaster, or in the case of the Headmaster’s absence, conflict or other concern, to the Business Manager and, for students, any School teacher. In the case of conflict, a report of harassment may also be made to the Chair of the Board of Trustees. Thereafter, you may be asked to submit a written description. Reporting Responsibilities are detailed in the handbook section entitled “Reporting Responsibilities and Complaint Resolution for Protected Status Discrimination/Harassment and/or Retaliation.”

Please also know that faculty members receiving reports or complaints of behavioral issues (teasing, bullying, etc.) from students or their families are expected to notify a Division Director (may also be referred to as Division Head) of the complaint, no matter what the nature and no matter how simple the resolution by the faculty member. Even if a student who makes a complaint does not wish to pursue the matter or wants it to remain confidential, the incident should be reported to the Division Director. The purpose of reporting even seemingly day-to-day complaints is to allow the Division Director to determine from collective comments from all teachers if a child may exhibit a pattern that, cumulatively, could be deemed harassing.

Additional Duty in Reporting Non-School Related Child Abuse

The School strives to abide by South Carolina law, which dictates requirements for reporting child neglect or abuse, even when it occurs outside the School. South Carolina law requires that any physician, nurse, dentist, optometrist, medical examiner or coroner or an employee of a county medical examiner’s or coroner’s office or any other medical, emergency medical services, mental health, or allied health professional, member of the clergy, including Christian Science Practitioner or religious healer, school teacher, counselor, principal, assistant principal, social or public assistance worker, substance abuse treatment staff, or childcare worker in any child care center or foster care facility, police or law enforcement officer, undertaker, funeral home director or employee of a funeral home, persons responsible for processing of films, computer technician, or any judge who has reasonable cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect as defined by state law is to immediately report it to the local DSS or other proper law enforcement agency. S.C. Code §20-7-510.

The state law definition of child abuse and neglect is specific and detailed. A faculty or staff member who suspects or has any concern regarding child abuse or neglect is expected to report this information promptly to the Headmaster or the Business Manager, who will assist in determining the School’s duty and, if determined appropriate, assist in contacting the proper authorities.

A Faculty member or Administrator who has reason to suspect abuse or neglect and fails to report it is subject to prosecution; however, the person making the report based on valid suspicion and concern is protected by law from both civil and criminal retaliation.

Cooperation

All school employees, students, volunteer’s and/or parents/guardians are expected to fully cooperate as requested in any investigation. If the School determines that anyone involved in the investigation has intentionally withheld information or provided false information at any time, appropriate action may be taken.

No Retaliation

**Retaliation against any student or employee for filing a complaint, participating in or cooperating with an investigation is strictly prohibited.** The School does not tolerate adverse treatment of employees, volunteers or students because they report any harassment or abuse or provide information related to such complaints. After a report, the School may make follow up inquiries to determine that any prohibited activity has in fact ended and retaliation has not occurred.

Complaint and Investigation of All Types of Harassment and/or School Related Abuse

A complaint of alleged protected status harassment (including sexual/gender harassment) and/or school related student harassment or abuse with all appropriate times, places, and dates should be submitted to the Headmaster or, in his absence, unavailability or in case of other concern, to the Business Manager, and, for students, any School teacher. In the case of conflict or other concern regarding reporting to the Headmaster, such report may also be submitted to the Chair of the Board of Trustees. The complaint may be made by anyone involved, including the student, his/her parents/guardian, volunteers or eyewitnesses, including teachers, parents or students. Information provided is kept as confidential as possible in keeping concerned persons informed and conducting an investigation that is as thorough as the School determines necessary and appropriate to the charge. Confidentiality and complaint and investigation procedure are detailed in this Handbook in the section entitled “Reporting Responsibilities and Complaint Resolution for Protected Status Discrimination/Harassment and/or Retaliation.”

Discipline and/or Corrective/Responsive Action for All Types of Harassment and/or School Related Abuse

Complaints Involving Students: The School, at its discretion, may suspend or otherwise separate from regular classes any student accused or suspected of harassment or abuse as defined herein. The circumstances may be promptly investigated by the School and/or appropriate law enforcement agencies. Any student determined by investigation and at the sole discretion of the School to have participated in any form of harassment, abuse or otherwise inappropriate behavior is subject to discipline and/or corrective/responsive action, up to and including immediate expulsion or dismissal. Other discipline and/or corrective/responsive action may include, but is not limited to, training, referral to counseling and/or corrective action such as a warning, reprimand, suspension, detention, community service and/or other requirements and/or penalties.

Complaints Involving School Employees

At any time following notice of a complaint, the School, at its sole discretion, may suspend any volunteer or may suspend with or without pay any school employee accused or suspected of abuse or harassment as defined herein. The circumstances may be promptly investigated by the Headmaster and/or appropriate law enforcement agencies. Any school employee determined by its investigation and at the sole discretion of the School to have participated in any form of abuse, harassment, or otherwise inappropriate behavior is subject to discipline, up to and including immediate termination. Other discipline and/or corrective/responsive action may include, but is not limited to, training, referral to counseling and/or corrective action such as a warning, reprimand, suspension, transfer, demotion, removal of responsibility and related pay and/or other requirements and/or penalties.

A Final Word About Adult/Student Sexual Relationships:

As a school that encourages a close community of faculty, staff, volunteers, and students, Charleston Day School strives to differentiate appropriate friendships from amorous and/or erotic relationships between students and adult employees. Such relationships, whether consensual or not, are always unacceptable. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students there is always an element of power. Because the power in relationships between faculty/staff members, volunteers, and students is always fundamentally asymmetric in nature, it is incumbent on those with authority not to abuse, nor seems to abuse, the authority with which they are entrusted.

**REPORTING RESPONSIBILITES AND COMPLAINT RESOLUTION FOR PROTECTED STATUS DISCRIMINATION/HARASSMENT AND/OR RETALIATION**

Reporting Duties for All Types of Discrimination, Harassment, Abuse and/or Retaliation

Any student or employee who believes that a faculty member's, administrator's, School employee's, volunteers, nonemployee's or student’s actions or words constitute protected status discrimination, harassment, abuse and/ or retaliation toward himself/herself or toward another has a responsibility to report the situation immediately to the Headmaster, or in his absence, unavailability or in case of other concern, to the Business Manager and, for students, any School teacher. Parents/guardians are welcomed to assist with this responsibility by reporting with their student, as appropriate. In the case of conflict or other concern regarding reporting to the Headmaster, a report of such discrimination, harassment or abuse may also be made to the Chair of the Board of Trustees (“Board Chair”). Thereafter, you may be asked to submit a written description to the Headmaster or a Board designee, as applicable.

This reporting responsibility specifically includes those in positions of authority to whom such a report may be made, including teachers, staff, volunteers and any other administrator or supervisor. These individuals are to directly report any such concerns reported or expressed to them directly to the Headmaster or in his absence or conflict, to the Business Manager or Board Chair.

The School understands that such reporting may be embarrassing and makes every effort to handle the matter with sensitivity and discretion. Timeliness of reporting is extremely important; it may allow for a more complete investigation and better resolution and/or preventive measures.

Complaint and Investigation of Protected Status Discrimination, All Types of Harassment and/or School Related Abuse

A complaint or report of protected status discrimination, harassment and/or abuse may be made by anyone involved, including a student, his/her parents/guardian, faculty, staff, volunteer, administration or eyewitnesses including teachers, staff, administration, parents, students, or volunteers. While the initial complaint may be made verbally, the School may request a signed written complaint/report to follow. Although failure to receive the complaint in writing immediately may not foreclose initial investigation, delay or lack of substantiated detail may hamper investigation and appropriate resolution. A complaint of alleged protected status discrimination and/or harassment (including sexual/gender harassment) or student and/or school related abuse should include all appropriate times, places, dates and any witnesses.

Upon receipt of the report, the School may take such immediate actions as it deems appropriate. This may include notifying the individual charged and/or the parents, if a student is involved, that a complaint has been lodged. Impracticality of immediate parent notification does not prevent the School from taking such immediate action as it deems appropriate, including but not limited to separating, suspending and/or questioning and/or preliminary disciplinary action of the individual[s] involved.

The School conducts a prompt investigation of any allegations of protected status discrimination, school related abuse, sexual harassment or harassment of a similarly offensive nature based on protected status, including gender, age, race, color, religion, national origin and disability. The Headmaster, or, in case of the Headmaster’s absence or conflict, the Business Manager or Board Chair may designate a member of the faculty or staff or another person, as determined appropriate, to investigate and document the events specific to the charges (the “designee”). During the investigation, anyone who is alleged to have committed acts of protected status discrimination, harassment or abuse may be contacted and permitted to respond to specific allegations. Upon review of the investigation and/or documentation, the Headmaster, the Business Manager or Board Chair, as applicable, determines the seriousness of the circumstances, and may take such action as the School deems appropriate, including, as determined appropriate, remedial and/or preventive measures.

Confidentiality/Reporting

Information provided is kept as confidential as possible in keeping with an investigation that is as thorough as the School determines necessary and appropriate to the charge. Additionally, once a complaint of school related abuse or harassment has been filed, the Headmaster, Business Manager or the designee may periodically keep the accuser, the accused, the reporting party and Board Chair informed as the investigation and decision processes unfold. When a final determination is made, the Headmaster or the designee informs the accuser, accused, and reporting party of the ultimate resolution and/or action to be taken. In all cases, the Headmaster or the designee may also keep other concerned persons informed.

About Using This Process

Please note that rights and requirements, including time deadlines, related to the filing of claims with any state or federal enforcement agencies are not changed by this internal complaint resolution process. However, it is the School’s hope that all will access and find the School’s internal complaint process satisfactory.

The School asks that employees, volunteers, students and anyone else concerned bring any difficulties in using the procedure to the immediate attention of the Business Manager, or in the case of conflict or absence of the Headmaster, to the Board Chair, as applicable.

Any good faith report based on reasonable belief of discrimination, harassment and/or abuse, experienced or observed, should be made without fear of retaliation by the School. Retaliation against anyone for filing a complaint or participating in an investigation in good faith is strictly prohibited by law and cannot be tolerated. Any incident of retaliation as above should also be reported using this policy.