



## **Sexual Harassment Policy Pursuant to ORS 342.704**

All Saints School is committed to providing a safe environment for all its staff and students free from discrimination on any ground and from harassment at school or school sponsored activities including sexual harassment. All Saints Catholic School treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from All Saints School. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

All Saints School has certain standards of performance in the workplace and rules of conduct that apply to all employees and students. Conduct that interferes with our ministry, discredits the school or parish, or is offensive to coworkers or others may result in disciplinary action, up to and including termination

Sexual Harassment Policy applies to all staff members and student.

- Sexual harassment of students by staff members and other students.
- Sexual harassment of staff members by students and other staff members

### Education and Training

Students in grades 7 through 12 will receive age-appropriate education about sexual harassment in the curricular program at All Saints School annually.

The following resources are currently in place and/or at use at Catholic Schools in the Archdiocese of Portland:

- Committee for Children Second Step (grade 7 and 8)
  - Unit 2: Recognizing Bullying and Harassment
  - Unit 4: Managing Relationships & Social Conflict
- Virtus Online (grades 6, 7 and 8)
  - Lesson 2: Safe Adults, Safe Touches, and Special Safe Adults
  - Lesson 3: Boundaries, You have Rights

School faculty and staff, including agents, contractors, and volunteers at All Saints School will receive training on sexual harassment annually.

All Saints will provide training for all faculty, staff, agents, contractors and volunteers at the school including,

- Review of SB 197
- Review and discussion of Second Step and Virtus materials
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All Saints School has adopted a poster that contains information regarding domestic violence, including a toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posters are in clearly visible locations on the school campus.

### Response and Reporting Procedures

Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal.

Procedures for reporting incidents of sexual harassment that takes place on school grounds, at school-sponsored activities, on school-provided transportation includes:

- Complete Sexual Harassment Documentation Form
- Notify the principal of the incident of sexual harassment that the staff member became aware of and share the Documentation Form.
- Complaints against the principal shall be filed with the Pastor. Complaints against the Pastor shall be filed with the Archdiocese of Portland.
- The official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- The principal has the responsibility for investigations concerning incidents of sexual harassment.
- Take action necessary to ensure the student is protected and promote a non hostile learning environment, including:
  - Provide resources for support measures to the student
  - Take any actions that are necessary to remove potential future impact on the student, but that are not retaliatory against the student or the staff member who reported to the principal

### Notification of Policies

At a minimum, All Saints School shall make the policy:

- Annually available to parents, guardians, school employees, and students in a student or employee handbook; and
- Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at each school office or at All Saints School office and on the school website.

The school principal at All Saints School is responsible for ensuring the policy is implemented.

#### Definitions

**Sexual Harassment** is defined as . . .

- A demand or request for sexual favors in exchange for benefits
- Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment
- Assault when sexual contact occurs without a person's consent because the person is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.