

Harassment Policy



Proctor Academy is a caring, supportive community that provides opportunities for intellectual growth and personal development for every individual. The school's clearly defined structure emphasizes the shared responsibility and respect for all members of the community and yet allows informality. As a school that builds a broad-based community and encourages close friendships within that community, we find a need to clarify our position on harassment. Inappropriate behavior, either verbal or physical, that disregards the self-esteem of others is unacceptable. Proctor Academy will not tolerate harassment of any kind, especially harassment forbidden by law and based on race, gender, religion, sexual orientation, age, national origin, color, marital status, or physical or mental disability. Harassing situations can occur between adults, between an adult and a student, as well as between students. An unforeseen situation might not fit neatly into the defined categories in this document yet such a situation might comprise harassment.

Revised 6/12/2009

Harassment is best seen as an assertion of power over or against another person and may include, but is not limited to, the following:

- Comments which are demeaning with respect to race, religion, gender, sexual orientation, age, national origin, color, marital status, or physical or mental disability.
- Hazing, stalking, threats, or other intimidating conduct
- Uninvited or unwanted physical contact such as "whitewashing," "swirlies," "pantsing," "noogies" or "wedgies"
- Display of explicit, offensive, or demeaning materials
- Pressure to buy or use alcohol or drugs
- Sexual harassment (see below)
- Cornering, hovering or otherwise causing a person to feel threatened by physical proximity
- Coercing another person to perform demeaning, humiliating, or dangerous acts.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical and non-physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or at school.
- Such conduct creates an intimidating, hostile or offensive environment in which to work or learn.
- Submission to such conduct is made, explicitly or implicitly, a term or condition of employment or is used as a basis for employment decisions.

Sexual harassment is uninvited and unwanted and may be indirect and unintentional. Sexual harassment may include, but is not limited to, the following:

- Physical assault, including rape, or any coerced sexual relations
- Pressure for sexual activity or for a relationship that exceeds the limits of a healthy friendship
- Any demeaning sexual propositions
- Inappropriate physical contact
- Standing too close, cornering, or preventing someone from leaving an area
- Exposing oneself
- Leering or ogling a person's body
- Sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior
- Wearing provocative attire or obscene T-shirts, hats, pins, or jewelry
- Sexually stereotyped or sexually charged insults, personal questions, jokes or verbal abuse
- Playing sexually offensive games such as rating males or females on a scale of 1 to 10



Individuals who believe they are being harassed are encouraged to tell the person engaging in the conduct how they feel, but they are not required to do so. Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct.

An individual who believes that he/she has been subjected to harassment should report the incident to one of the members of the school's Harassment Committee (see listing). Any complaint will be promptly investigated. Appropriate action will be taken depending upon the nature and severity of any proven incident. An alleged harasser will be given the opportunity to respond to the allegations. When deemed appropriate, the Committee will refer complaints involving students to the Dean of Students and complaints involving faculty, staff or others to the Head of School. A harasser is subject to immediate discipline, which may include dismissal from Proctor Academy or termination of employment. A written record of any disciplinary action taken will be placed in the student's school record or the employee's personnel file.

In addition, retaliation against an individual who complains about harassment or is otherwise participating in an investigation of a complaint is a violation of school policy and may violate applicable law. Such retaliation will be treated as harassment subject to the procedures set forth above.

This policy is not to be construed in such a way as to suppress respectful thought, study, or discussion concerning controversial issues. The purpose of this policy is to prevent harassment, as previously defined, in order that each member of the school community has an equal opportunity to work, learn and develop to his or her fullest potential. It is the intent of this policy to allow the community to live in harmony by establishing open channels of communication and by developing sensitivity towards others and their perception of the world in which we dwell.

The members of the Harassment Committee and their respective telephone numbers are as follows:

Patrick Donovan.....603-735-5625

Ian Hamlet.....603-387-9993

Gregor Makechnie.....603-735-5245

Betsy Paine.....603-735-4466

Judy Preston.....603-648-2183

Susan Rochon.....603-735-5744