

Policy Against Sexual Assault/Violence Outline

Full Policy is available at the Office of Safety and Security

Nondiscrimination Statement

Cranbrook prohibits discrimination based on sex in employment and education programs and activities. This policy applies to all students including minors and employees and to conduct on school grounds, off-campus at school-sponsored activities and events, and through technology resources provided by or used at Cranbrook. Violation of this policy is considered violation of Cranbrook's student and employee standards of acceptable conduct.

Cranbrook will address all sex discrimination complaints it receives, including complaints of sexual harassment and sexual violence occurring on or off campus, to determine whether the conduct occurred in the context of an employment or education program or activity provided or sponsored by Cranbrook or, for behavior occurring off campus, whether the conduct had continuing effects while on campus or negatively affects an individual's school (or employment) experience or the overall school environment. This policy specifically covers complaints of sexual assault or harassment by students, employees including all medical personnel, and third parties including volunteers and independent contractors (including those working at the infirmary and for Cranbrook athletic programs).

Obligation to Report

Suspected sexual or other abuse or neglect of a minor must be immediately reported to Children's Protective Services (CPS: 1-855-444-3911) by oral report, and must be followed up with a written report within 72 hours. Faculty, School Administrators, Nurses, and Health Care and Psychological Counseling Providers have a legal obligation to report under the Child Protection Law. Additional Cranbrook staff who have minors in their care and who suspect abuse or neglect should also make an oral report to CPS immediately.

Reports of suspected sexual or other abuse or neglect must then be reported to the Deputy Compliance Coordinator for your division or the Compliance Coordinator. Cranbrook leaders such as the President, Director of Schools, Chief Operating Officer, and Director of Sustainability and Business Services are Reporting Officers who must always be apprised of these matters as well.

A. Compliance Coordinator

Complaints of sexual assault, sexual harassment or other conduct prohibited under this policy should be directed to the Compliance Coordinator or appropriate Deputy Compliance Coordinator identified below:

COMPLIANCE COORDINATOR

Director of Human Resources
39221 Woodward Ave.

Bloomfield Hills, MI 48304
248-645-3165

Duties and Responsibilities: Monitoring and oversight of compliance with this policy, including overall implementation of investigatory processes within CEC, such as coordination of training, education, communications, and administration of investigation and complaint procedures for faculty, staff, students and other members of CEC.

INVESTIGATION DEPUTY COMPLIANCE COORDINATORS

For Cranbrook Upper School students:

Dean of Students
39221 Woodward Ave.
Bloomfield Hills, MI 48304
248-645-3620

If you have a complaint against a male Upper School student for sexual harassment, sex discrimination, or sexual assault, you should contact the Dean of Students.

Dean of Students is responsible for compliance with this and other policies for matters involving Upper School male students, including training, education, communication, and administration of the compliant procedure for all complaints against Upper School male students.

Dean of Students
39221 Woodward Ave.
Bloomfield Hills, MI 48304
248-645-3422

If you have a complaint against a female Upper School student for sexual harassment, sex discrimination, or sexual assault, you should contact the Dean of Students.

Dean of Students is responsible for compliance with this and other policies for matters involving Upper School female students, including training, education, communication, and administration of the complaint procedure for all complaints against Upper School female students.

For Cranbrook Middle School students:

Dean of Boys
39221 Woodward Ave.
Bloomfield Hills, MI 48304
248-645-3075

If you have a complaint against a male Middle School student for sexual harassment, sex discrimination, or sexual assault, you should contact Middle School Dean of Boys.

Dean of Boys is responsible for compliance with this and other policies for matters involving Middle School male students, including training, education, communication, and

administration of the compliant procedure for all complaints against Middle School male students.

Dean of Girls
39221 Woodward Ave.
Bloomfield Hills, MI 48304
248-645-3425

If you have a complaint against a female Middle School student for sexual harassment, sex discrimination, or sexual assault, you should contact Middle School Dean of Girls.

Dean of Girls is responsible for compliance with this and other policies for matters involving Middle School female students, including training, education, communication, and administration of the complaint procedure for all complaints against Middle School female students.

For Cranbrook Lower School students:

Assistant Head, Brookside School
39221 Woodward Ave.
Bloomfield Hills, MI 48304
248-645-3521

If you have a complaint against a Brookside student for sexual harassment, sex discrimination, or sexual assault, you should contact Assistant Head, Brookside School.

The Assistant Head of Brookside School is responsible for compliance with this and other policies for matters involving Lower School students, including training, education, communication, and administration of the complaint procedure for all complaints against Lower School students.

For Athletics:

Athletic Director
39221 Woodward Ave.
Bloomfield Hills, MI 48304
248-645-3668

If you have a complaint against a CEC student, coach or administrator for sexual harassment, sex discrimination, or sexual assault, you may contact one of the offices listed above, or you may contact the Athletic Director who will facilitate the handling of the complaint with the appropriate office.

If you have a complaint about gender equity in CEC athletics programs, you should contact the Athletic Director who is responsible for compliance with this and other policies in matters related to gender equity in CEC athletics programs.

Students may also contact the U.S. Department of Education, Office for Civil Rights, (800)421-3481 or ocr@ed.gov.

For Academy of Art:

Director of Academic Programs and Library
Cranbrook Academy of Art Library
39221 Woodward Avenue
Bloomfield Hills, MI 48303-0801
(248) 645-3364

The Director of Academic Programs and Library is responsible for investigating or overseeing the investigation of all incidents of alleged sexual assault or harassment in the Academy; ensuring that consistent standards and practices apply to all investigations; being available to meet with students and employees who believe sexual assault or harassment has occurred; and assisting campus security or law enforcement as needed. Students may also contact the U.S. Department of Education, Office for Civil Rights, (800)421-3481 or ocr@ed.gov.

For incidents related to the Academy of Art, please also see: **CRANBROOK ACADEMY OF ART - TITLE IX POLICY AND PROCEDURE - (SEXUAL ASSAULT, SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY) - *Effective August, 2020.***

For Faculty, Staff and Visitors:

Director of Human Resources
39221 Woodward Ave.
Bloomfield Hills, MI 48304
248-645-3165

If you have a complaint against a CEC faculty, staff member, volunteer, independent contractor or visitor for sexual harassment, sex discrimination, or sexual assault, you should contact your supervisor or the Human Resources department. If your supervisor is the perpetrator of the perceived harassment, you should contact the Human Resources department to discuss the situation.

The Human Resources Director is responsible for investigatory processes related to compliance with this policy for matters involving faculty and staff, including training, education, communication, and administration of the compliant procedure for all complaints against faculty, staff and visitors, including those complaints filed by students.

C. Prohibited Conduct

Any conduct by an employee, student, faculty, administrator or third party (such as a volunteer, independent contractor, visitor to campus, or vendor) in violation of this policy. This includes any circumstance where:

- An employment or educational decision or benefit is conditioned on submission to unwelcome sexual advances or conduct;

- Submission to, or rejection of, unwelcome sexual conduct is used as a basis for denying employment or an opportunity to participate in or benefit from any school program or activity;
- Conduct has the purpose or effect of unreasonably interfering with, denying or limiting a student ability to participate in or benefit from any school program or activity or a term, condition or benefit of employment;
- Conduct alters the educational environment to the degree that it adversely affects the student's ability to participate in or benefit from any school program whether or not that student is the target of the harassment;
- There is a pattern and practice of sexual harassment;
- A teacher, administrator or other person in a position of authority engages in sex discrimination or sexual harassment of a student or employee; and/or
- A student or a group of students engages in sexual harassment of another student or students.

The following are examples of behaviors that are prohibited under this policy. This is not intended to be an exhaustive list:

- Unwelcome sexual flirtations, advances or propositions;
- Derogatory, vulgar or graphic written or oral statements regarding one's sexuality;
- Unwanted touching, patting, pinching, or other attention to an individual's body;
- Attempted or actual physical assault;
- Any nonconsensual sexual act, including but not limited to, rape, sexual assault, sexual battery and sexual coercion;
- Unwelcome sexual comments, innuendoes, suggestions or jokes;
- Display of sexually suggestive pictures or objects;
- Domestic violence, dating violence, sexual violence, and stalking, including cyberstalking;
- Sending text messages, e-mails, or other electronic communications with nude or sexually suggestive photos, videos, or other images or otherwise violating the Anti-Sexting Policy; and

- Sharing (via electronic means or in-person) or sending nude or sexually suggestive images over the Internet or otherwise violating the Anti-Bullying Policy or Acceptable Use Policy.

Any prohibited conduct mentioned above specifically includes electronic communications, including but not limited to phone calls, text messages, e-mail, and communications using social media such as Instagram, Snapchat, Twitter, and Facebook.

D. Reporting Sexual Misconduct or Filing a Complaint

Where to Report. Sexual assault, sexual harassment and other behavior prohibited by this policy should be reported to the appropriate Compliance Coordinator as set forth above. A complaint or report may be verbal or written and does not need to take a particular form.

Students may also report any incident of sexual violence or sexual harassment that may create or contribute to the creation of a hostile environment to any instructor or school employee. Students, staff and faculty may notify the head of their department or unit, their supervisor, or any member of the administration with whom they are comfortable. Any instructor or other employee receiving such a report is responsible for reporting it to the Compliance Coordinator. Failure to comply with this policy shall be grounds for disciplinary action, up to and including termination or expulsion.

Confidentiality. Cranbrook will handle all information as discreetly as possible and make reasonable and appropriate efforts to preserve student complainants' and alleged perpetrators' privacy and to protect the confidentiality of information. Cranbrook will only disclose information regarding complaints under this policy on a need to know basis, primarily to persons who are responsible for its investigation and any reporting requirements.

Cranbrook strongly supports a student complainant's interest in confidentiality in cases involving sexual violence. If a student complainant requests confidentiality, the Compliance Coordinator (or other school administrator) will determine whether Cranbrook can honor this request while providing a safe and nondiscriminatory environment for all students, including the student who reported the sexual violence.

Because confidentiality could hinder a meaningful investigation, Cranbrook will consider the circumstances with the overall objective of ensuring a safe work and educational environment. Some factors may include, but are not limited to, the age of the victim, whether other sexual violence complaints have been received about the same alleged perpetrator or the alleged perpetrator has a history of violence.

If the complainant asks that the complaint not be pursued, Cranbrook will take reasonable steps to investigate and respond to the complaint consistent with the request not to pursue an investigation.

Even when a student asks that a complaint not be pursued or that information be kept confidential, if necessary, Cranbrook will take reasonable steps to protect the student, its campus and other students. This may include providing support services and changing living arrangements or course schedules, assignments, or tests as appropriate.

E. Investigation

Complaints under this policy will be investigated by the Compliance Coordinator or a designee (referred as the “investigator”). Other faculty and/or staff may assist in gathering facts during the investigation and information from campus security or local law enforcement officials may be considered. Both parties will be given the same opportunity to present relevant evidence and witnesses, including character witnesses. If the alleged perpetrator is allowed to review the complainant’s statement, the complainant may also review any statement by the alleged perpetrator.

Cranbrook will also investigate all incidents of sexual assault or harassment of which it becomes aware, regardless of whether a complaint is filed.

H. Non-Retaliation

Retaliation against a student, employee, or other individual who reports or complains about sex discrimination to an appropriate school official or participates in a report, investigation or proceeding involving a claim or allegation under this policy because they made a complaint, testified, or participated in an investigation or proceedings is prohibited.

J. Health care, victim advocacy, support and other service providers.

The following health care, victim advocacy and support services are available:

- **Managed Health Network, MHN, Toll free telephone # 1-800-977-3509.**
Cranbrook provides regular full-time and regular part-time employees (20 or more hours per week) with short-term counseling services through an Employee Assistance Program (EAP). The EAP is a program designed to assist you in the identification and resolution of problems. All EAP services are confidential, provided by professional counselors, and the cost is fully paid by Cranbrook. For more information visit www.mhnpulse.com and enter code cranbrook.
- **Cranbrook Security and Safety, (248) 645-3170.** Security and Safety staff is available to assist students 24 hours a day, 7 days a week.
- **Common Ground Mental Health Services and Crisis Helpline: #800.231.1127.**
Common Ground, a community based organization, provides a lifeline for individuals and families in crisis, victims of crime, persons with mental illness, and people trying to cope with critical situations. Common Ground’s Victim Assistance Program provides 24-hour access to counselors and advocates for victims of crime, domestic and sexual abuse and workplace violence. Assistance includes on-site advocacy, personal protection order assistance and accompaniment of victims to hospitals, police stations and courtrooms. To receive assistance from the Victim’s Assistance Program or for more information, call Common Ground’s 24-hour Resource and Crisis Helpline at 1-800-231-1127. For more information, visit

www.commongroundhelps.org. *Common Ground's offices are located at 1410 S. Telegraph, Bloomfield Hills, MI 48302.*

➤ **HAVEN, 24-HR Crisis & Support: 248.334.1274 Toll-Free Crisis Line: 877.922.1274.**

Haven is a sexual assault counseling center providing specialized, comprehensive services in the areas of domestic violence and sexual assault. Oakland County's only comprehensive program for victims of domestic violence and sexual assault, Haven provides shelter, counseling and advocacy. Haven's Safe Therapeutic Assault Response Team (START) is a team of forensic nurse examiners and first responders that provides comprehensive forensic exams and compassionate emotional support for victims of sexual assault. *There is no fee for this service.* The Forensic Examiners (FEs) are specially trained to perform medical forensic examinations of adolescent and adult victims of acute sexual assault. They collect evidence from suspects in police custody and work with victims. They are also trained in giving court testimony. FEs assist any victim of sexual assault, 12 years of age or older, who reports the crime within 96 hours of its occurrence. FEs examine both males and females and provide evidence collection from both victims and suspects. For more information, visit www.haven-oakland.org/programs/assault-response. *Haven's mailing address is 30400 Telegraph Rd #101, Bingham Farms, MI 48025.*