NECCA STUDENT CONDUCT RESPONSE PROCEDURES

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CODE OF CONDUCT

Every student at NECCA is equally important and we expect all of our students to demonstrate what NECCA promotes and values. All Students must sign a Code of Conduct Agreement at NECCA.

- We value each person for their unique individuality and what they bring to NECCA, as well as their individual goals and needs.
- We value craft, creativity, connection, inclusion and safety.
- We promote kindness, curiosity, respect and a growth mindset.
- We encourage an atmosphere in our classes for people of every age, physical fitness, ability, adaptive need or body type.
- We actively foster a space free of physical, sexual and mental harassment, bullying, discrimination and violence.

Any individual who behaves in a manner that prevents others from feeling respected, valued, encouraged, and safe may be denied access or asked to leave classes or the premises. In extreme cases, an individual may be prohibited from entering NECCA indefinitely.

MISCONDUCT

Behaviors out of alignment with our values and which may cause harm and threaten the safety of others are considered misconduct and may include but are not limited to:

- Using demeaning language or using a disrespectful tone with anyone at NECCA including coaches, staff or other participants. NOTE:
- Negative language including self-talk and body talk.
- Going against the instructions of coaches or Leadership Team
- Engaging in dangerous behavior or activities, such as working too high without adequate fall protection, running through the facility unaware of surroundings, jumping on and off equipment, and any other action deemed unsafe by staff.
- Demonstrating blatant and/or repeated disregard for studio rules.
- Exhibiting aggressive behavior towards self or others.

NECCA will not tolerate harassment, discrimination, bullying or threats of any kind from students or staff. Incidents of **Gross Misconduct** (unacceptable or improper behavior of a very serious kind) may result in the immediate expulsion from NECCA, include, but are not limited to:

- Violent, threatening, or indecent behavior
- Any form of harassment, including bullying or unwanted touching, of other students or staff
- Misappropriation of funds or assets belonging to NECCA
- Any criminal offense or misconduct committed on or off of the premises of NECCA
- Illegal drug use on the premises of NECCA
- Public intoxication while at NECCA

If someone witnesses Gross Misconduct or criminal activity taking place at NECCA, the nearest staff person must be notified immediately and proper authorities may be notified. In the case of a NECCA Staff person, the Leadership Team must be notified immediately following the first response. NECCA reserves the right to terminate any staff member or refuse participation to any student/artist for any reason, including allegations of misconduct of any kind, whether or not those allegations are credible or proven.

PROCEDURES FOR MISCONDUCT, FEEDBACK & CONCERNS

Each incident will be reviewed by leadership on a case by case basis and further inquiries and steps may occur. When we receive allegations we will err on the side of

assuming truth, then will do due diligence to learn more about the situation. We will address harm that has been done - whether intentional or unintentional.

WITNESSING AND REPORTING MISCONDUCT OR INCIDENTS

If anyone witnesses or experiences any of the above:

1. Try to address the offending party directly to resolve the issue. If this is not possible due to safety concerns or does not yield results, the incident should be reported to the nearest staff member present as soon as possible.
2. If this does not yield results, please fill out **THIS INCIDENT FORM** with the aid of NECCA Staff. The form is sent to key members of the Leadership Team. Incidents will be reviewed within 1 business day with next steps. NECCA will not retaliate or tolerate any retaliation toward anyone for reporting suspected or actual harassment, discrimination, bullying or threats. NECCA will keep confidentiality with leadership with exception of criminal activity or incidents of self harm.

If it is determined that the person about whom the concern has been raised did break the Code of Conduct, an appropriate member of the Leadership Team will reach out and determine next steps with key members of the Leadership Team.

If they may return to NECCA, the person of concern will be informed of the issues raised and will work with NECCA staff on how to rectify the situation which may result in various steps such as but not limited to behavior change, restorative apology, or a face to face meeting with offended parties. Face to face meetings can be uncomfortable and hard, but are the most restorative practice with conflict resolution. Parties should try to remain positive, open, civil and respectful, with the aim of resolving the situation at this initial stage. If you need support during a face to face meeting, you may request a third party from the Leadership Team.

If it is determined that restorative measures are not possible or successful, the person may be unenrolled from class and possibly asked to not return to NECCA.

FEEDBACK & CONCERNS

If you witness or experience something that you feel goes against NECCA's stated policies or code of conduct, or is of immediate concern, please connect with any nearby staff member, coach, or member of the Leadership Team in the moment.

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If the situation is not resolved at the moment, or you would like further action, you may use **THIS link** to share information in our "Comment Form" anonymously or to leave contact information in order to be contacted for follow up. NECCA will not retaliate or tolerate any retaliation toward anyone for reporting suspected or actual harassment, discrimination, bullying or threats. NECCA will keep confidentiality with leadership, with the exceptions of criminal activity or incidents of self harm.

Feedback and concerns will be addressed by the Leadership Team and may be reviewed in organizational meetings to address and improve operations and delivery of our mission.

Types of Concerns

If concerns arise with other students

Students may ask to be assigned with another group, class or coach and every effort will be made to accommodate that request. If the request is not possible due to organizational capacity or resources, we will problem solve with the student.

For concerns related to the welfare of minors

Concerns should be addressed with the Director of Programming or the Leadership team. All NECCA staff by Vermont State law are mandatory reporters and are required to make a report to the Department of Children and Familes within 24 hours if they suspect child abuse and neglect. Staff must also report to the Adult Protective Services (APS) within 48 hours of knowing or reasonably suspecting or receiving information about or alleging abuse, neglect or exploitation of a vulnerable adult.

NECCA STUDENT CONDUCT RESPONSE PROCEDURES

For more serious concerns relating to staff conduct

The Leadership Team must be notified and will follow up with the concerned persons directly to further understand the situation. The Directors of Operations will bring concerns to the staff person in question and follow our Staff Policies and Procedures. Restorative measures such as but not limited to staff Performance Improvement Plans, or other measures may be followed. Any face to face meetings between students and staff must have a neutral third party with a member of the Leadership Team. Parties should try to remain positive, open, civil and respectful, with the aim of resolving the situation. If restorative measures are not possible or successful, further steps will be determined. NECCA reserves the right to terminate any staff member or refuse participation to any student/artist for any reason, including allegations of misconduct of any kind, whether or not those allegations are credible or proven.

If issues or concerns were not handled satisfactorily by staff or members of the Leadership Team

Issues may be brought to the attention of the board by email NECCAboard@necenterforcircusarts.org. When writing to the Board, you must state what avenues were taken by staff and the Leadership Team and how the results did not meet your needs. Members of the Executive Committee of the Board of Directors will review the concern and determine an outcome in 30 days from initial communication.