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Harassment & Respect Policy

Our Commitment

Lighthouse Driving Academy is committed to providing a **safe, respectful, and professional environment** for everyone involved in our driver education program.

Harassment, discrimination, or inappropriate behavior of any kind is **not permitted**.

This policy applies to: students, parents/guardians, instructors, staff, and visitors — in classrooms, vehicles, facilities, and all school-related communications.

What Is Harassment?

Harassment is **unwelcome behavior** that makes someone feel uncomfortable, unsafe, or disrespected.

Examples include:

- Offensive, threatening, or inappropriate comments
- Sexual jokes, comments, or gestures
- Unwanted physical contact or invading personal space
- Bullying, intimidation, or teasing
- Disrespectful remarks about race, gender, religion, disability, or background
- Inappropriate behavior during behind-the-wheel lessons or in vehicles

Harassment may be **verbal, physical, written, or electronic**.

Zero Tolerance for Sexual Harassment

Sexual harassment is **never acceptable**.

This includes sexual comments, unwanted attention, or any inappropriate conduct between instructors and students.

Concerns involving sexual misconduct — especially involving minors — are treated as **serious matters** and may be reported to appropriate authorities.

Expectations for Everyone

Students

- Follow instructor directions
- Behave respectfully
- Use appropriate language
- Report unsafe or inappropriate behavior

Instructors & Staff

- Act professionally at all times
- Maintain appropriate boundaries
- Treat students and families with respect
- Follow all safety and conduct rules

Parents & Guardians

- Communicate respectfully with staff
 - Support a safe learning environment
 - Report concerns appropriately
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Reporting a Concern

Anyone who experiences or witnesses inappropriate behavior should report it promptly.

Reports may be made to:

- **School Owner**
- **Any Instructor**
- A **parent or guardian** (for students)

Reports may be made **without fear of retaliation**.

No Retaliation

Retaliation against anyone who reports a concern or participates in an investigation is **strictly prohibited**.

Enforcement

Violations of this policy may result in disciplinary action, removal from instruction, termination of employment, and/or reporting to appropriate authorities.
