

## Students

### Administrative Procedure - Harassment of Students Prohibited

The intent of this procedure is to (1) inform the Building Principal of specific steps to prevent harassment of students, and (2) inform staff members of the appropriate response to allegations of harassment. See the U.S. Department of Education's pamphlet, *Sexual Harassment: It's Not Academic*, [ed.gov/about/offices/list/ocr/docs/ocrshpam.html](http://ed.gov/about/offices/list/ocr/docs/ocrshpam.html).

Actor	Action
Building Principal or Designee	<p>Informs staff members and students that the District prohibits harassment of students. Distributes or references School Board policies, 7:20, <i>Harassment of Students Prohibited</i>, and 2:260, <i>Uniform Grievance Procedure</i> using various methods. Takes measures to prevent harassment of students, which may include:</p> <ol style="list-style-type: none"> <li>1. Conducts periodic harassment awareness training for all school staff, including administrators, teachers, and guidance counselors.</li> <li>2. Conducts periodic age-appropriate harassment awareness training for students.</li> <li>3. Provides a means for students to learn and discuss what constitutes harassment and how to respond to it in the school setting.</li> <li>4. Surveys students to determine if harassment is occurring at school.</li> <li>5. Conducts periodic harassment awareness training for parents/guardians.</li> <li>6. Works with parents/guardians and students to develop and implement age-appropriate, effective measures for addressing harassment.</li> <li>7. Determines when extra supervision and precaution should be taken, such as, when: two or more students seem to be in conflict with each other; there have been previous incidents of harassment, sexual assaults, threats, or bullying around perceived sexual orientation; or a specific student has had multiple disciplinary violations.</li> <li>8. Has a process in place to: (1) inform a staff member when a student that he or she supervises has a history of violent or sexually inappropriate behavior, and (2) keep such a student constantly supervised.</li> <li>9. Regularly trains staff members regarding: (1) their classroom and non-classroom supervisory responsibilities, e.g., during a school-sponsored event, before and after school, while students wait for the school bus, between classes, during lunch, and at recess, (2) behaviors that may be an indicator of sexual or physical violence against another student, and (3) what to do when they observe an unusual and disruptive student.</li> <li>10. Identifies areas in the school building that are isolated (e.g., restrooms, locker rooms, hallways while classes are in session, stairwells, and</li> </ol>

<b>Actor</b>	<b>Action</b>
	empty rooms) and take extra steps to make them safe. 11. Immediately notifies the police and relevant parents/guardians when an assault or attempted assault has occurred.
Nondiscrimination Coordinator and/or Grievance Complaint Manager	Thoroughly and promptly investigates allegations of harassment by: 1. Distributing Board policy 2:260, <i>Uniform Grievance Procedure</i> , to any person upon request; 2. Following Board policy 2:260, <i>Uniform Grievance Procedure</i> ; 3. Notifying a student's parents/guardians that they may attend any investigatory meetings in which their child is present; 4. Keeping the complaining parents/guardians informed of any investigation's progress; and 5. Keeping confidential all information about an investigation and the statements of students and other witnesses. The Superintendent shall be kept informed of an investigation's progress.
All District Staff Members	Immediately report to the Illinois Department of Children and Family Services any situation that provides you with reasonable cause to believe that a child may be an abused child or a neglected child. Promptly notify the Superintendent and Building Principal that you made a report.

■ [January 2014]