

Students

Administrative Procedure - Harassment of Students Prohibited

This procedure informs: (1) the Building Principal of specific steps to prevent harassment of students, and (2) staff members of the appropriate response to allegations of harassment.

Actor	Action
Building Principal or Designee	<p data-bbox="496 514 1395 756">Informs staff members and students that the District prohibits harassment of students. Distributes or references School Board policies 2:260, <i>Uniform Grievance Procedure</i>; 2:265, <i>Title IX Grievance Procedure</i>; 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>; and 7:20, <i>Harassment of Students Prohibited</i>, using various methods. Takes measures to prevent harassment of students, which may include:</p> <ol data-bbox="545 756 1395 1902" style="list-style-type: none"> <li data-bbox="545 756 1395 861">1. Conducts regular harassment awareness training for all school staff, including administrators, teachers, and school counselors, and ensures all new employees are trained. <li data-bbox="545 861 1395 924">2. Conducts regular age-appropriate harassment awareness training for students. <li data-bbox="545 924 1395 987">3. Provides a means for students to learn and discuss what constitutes harassment and how to respond to it in the school setting. <li data-bbox="545 987 1395 1029">4. Surveys students to determine if harassment is occurring at school. <li data-bbox="545 1029 1395 1092">5. Conducts regular harassment awareness training for parents/guardians. <li data-bbox="545 1092 1395 1197">6. Works with parents/guardians and students to develop and implement age-appropriate, effective measures for addressing harassment. <li data-bbox="545 1197 1395 1365">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 data-bbox="545 1365 1395 1491">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 data-bbox="545 1491 1395 1722">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 data-bbox="545 1722 1395 1827">10. Identifies areas in the school building that are isolated, e.g., restrooms, locker rooms, hallways while classes are in session, stairwells, and empty rooms, and takes extra steps to make them safe. <li data-bbox="545 1827 1395 1902">11. Immediately notifies the police and relevant parents/guardians when an assault or attempted assault has occurred.

Actor	Action
Nondiscrimination Coordinator and/or Complaint Manager(s)	<p>Thoroughly and promptly investigates allegations of harassment by:</p> <ol style="list-style-type: none"> 1. Distributing Board policies 2:260, <i>Uniform Grievance Procedure</i>; 2:265, <i>Title IX Grievance Procedure</i>; 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>; and 7:20, <i>Harassment of Students Prohibited</i>, to any person upon request; 2. Following Board policies 2:260, <i>Uniform Grievance Procedure</i>; 2:265, <i>Title IX Grievance Procedure</i>; 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>; and 7:20, <i>Harassment of Students Prohibited</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, unless the Superintendent is the subject of the complaint. If a complaint contains allegations involving the Superintendent, the Board President shall be kept informed of an investigation's progress.
All District Staff Members	<p>Immediately reports to the Ill. Dept. 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. See Board policy 5:90, <i>Abused and Neglected Child Reporting</i>.</p> <p>Promptly notifies the Superintendent or Building Principal that you made a report. If a report contains allegations involving the Superintendent, only notifies the Building Principal who shall contact the Board President. If a report contains allegations involving the Building Principal, only notifies the Superintendent.</p>

Approved: