

Students

Administrative Procedure - Harassment of Students Prohibited

The intent of this procedure is to (1) inform the Program Administrator 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. Dept. of Education (DOE) pamphlet, *Sexual Harassment: It's Not Academic*, at: ed.gov/about/offices/list/ocr/docs/ocrshpam.html.

Actor	Action
Building Principal, Program Administrator or Designee	<p>Informs staff members and students that the Cooperative prohibits harassment of students. Distributes or references Board policies 7:20, <i>Harassment of Students Prohibited</i>, and 2:260, <i>Uniform Grievance Procedure</i> using various methods. Take measures to prevent harassment of students, which may include:</p> <ol style="list-style-type: none"> 1. Conduct regular harassment awareness training for all school staff, including administrators, teachers, and guidance counselors, and ensures all new employees are trained. 2. Conduct regular age-appropriate harassment awareness training for students. 3. Provide a means for students to learn and discuss what constitutes harassment and how to respond to it in the school setting. 4. Survey students to determine if harassment is occurring at school. 5. Conduct regular harassment awareness training for parents/guardians. 6. Work with parents/guardians and students to develop and implement age-appropriate, effective measures for addressing harassment. 7. Determine 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 prior disciplinary violations. 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. 9. Regularly train staff 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. 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. 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 investigate allegations of harassment by:</p> <ol style="list-style-type: none"> 1. Distributing Board policies 2:260, <i>Uniform Grievance Procedure</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>, 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 Executive Director shall be kept informed of an investigation's progress, unless the Executive Director is the subject of the complaint. If a complaint contains allegations involving the Executive Director, the Operational Board Chairperson shall be kept informed of an investigation's progress.
All Cooperative Staff Members	<p>Immediately report 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. Promptly notify the Executive Director, Building Principal and Program Administrator that you made a report. If a report contains allegations involving the Executive Director, only notify the Program Administrator who shall contact the Operational Board Chairperson. If a report contains allegations involving the Program Administrator, only notify the Executive Director.</p>

Replaced 7:20-R: 11/16/2009

Updated: 8/2018