## 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.

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
</tr>
</thead>
</table>
| Building Principal or Designee  | Informs staff members and students that the District prohibits harassment of students. Distributes or references Board policy 2:260, Uniform Grievance Procedure, 2:265, Title IX Sexual Harassment Grievance Procedure; and 7:20, Harassment of Students Prohibited, and Board policy, using various methods. Takes measures to prevent harassment of students, which may include:  
  1. Conducts regular harassment awareness training for all school staff, including administrators, teacher, and guidance counselors, and ensures all new employees are trained.  
  2. Conducts regular age-appropriate harassment awareness training for students.  
  3. Establishes discussion groups in which students can discuss what constitutes harassment and how to respond to it in the school setting.  
  4. Surveys students to determine if harassment is occurring at the school.  
  5. Conducts regular harassment awareness training for parent(s)/guardian(s).  
  6. Works with parent(s)/guardian(s) and students to develop and implement age-appropriate, effective measures for addressing harassment.  
  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 prior disciplinary violations.  
  8. Has a process in place to: (1) inform all relevant staff members who are responsible for supervising a student with a history of violent or sexually inappropriate behavior, and (2) keep the student constantly supervised.  
  9. Regularly trains 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. |
STUDENTS

Administrative Procedure – Harassment of Students Prohibited

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Discrimination Coordinator or Complaint Managers</td>
<td>Thoroughly and promptly investigates allegations of harassment by:</td>
</tr>
<tr>
<td></td>
<td>1. Distributing Board policies 2:260, Uniform Grievance Procedure, 2:265, Title IX Sexual Harassment Grievance Procedure, and 7:20, Harassment of Students Prohibited, to any person upon request;</td>
</tr>
<tr>
<td></td>
<td>2. Following Board policies 2:260, Uniform Grievance Procedure, 2:265, Title IX Sexual Harassment Grievance Procedure, and 7:20, Harassment of Students Prohibited;</td>
</tr>
<tr>
<td></td>
<td>3. Notifying a student’s parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is present; and</td>
</tr>
<tr>
<td></td>
<td>4. Keeping the complaining parents/guardians informed of any investigation’s progress; and</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>All District Staff Members</td>
<td>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, Abused and Neglected Child Reporting.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

Investigation
Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District’s duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

The District shall investigate alleged harassment of student when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Alleged Incidents of Sexual Abuse
An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, Abused and Neglected Child Reporting, in addition to any response required by this administrative procedure.
STUDENTS

Administrative Procedure – Harassment of Students Prohibited

Adopted 6-15-98
Revised 5-21-01
Revised 07-16-07
Revised 03-18-19
Revised 05-18-20
Revised 12-14-20