

## Students

### Administrative Procedure - Sexual Harassment

#### Distribution of the Cooperative's Policy

1. A copy of the Student Sexual Harassment policy and the grievance procedure shall be included annually in the Student Handbook and the Staff Handbook.
2. Copies of the Student Sexual Harassment policy may be publicized in other ways as determined by the Program Principal.

#### Prevention

The Program Principal or designee shall:

1. conduct periodic sexual harassment awareness training for all school staff, including administrators, teachers, and guidance counselors;
2. conduct periodic age-appropriate sexual harassment awareness training for students;
3. establish discussion groups for both male and female students where students can talk about what sexual harassment is and how to respond to it in the school setting;
4. survey students to find out whether any sexual harassment is occurring at the school;
5. conduct periodic sexual harassment awareness training for parent(s)/guardian(s); and
6. work together with parent(s)/guardian(s) and students to develop and implement age-appropriate, effective measures for addressing sexual harassment.

#### The Student Complaint Process

1. The Executive Director should follow the Uniform Grievance Procedures.
2. The student's parent(s)/guardian(s) will be notified that they may attend any investigatory meetings in which their child is involved. The parent(s)/guardian(s) will be kept informed of the investigation's progress.
3. The student's oral or written statements will be kept confidential.