

HARASSMENT PROCEDURES
(Based on OCR Guidelines)

There was either a report of “harassment” or an incident based on a student’s race, color, national origin, sex, or disability as determined by the Bullying/Harassment Flowchart, follow the steps

Reporting

School Districts are responsible for addressing harassment incidents about which it knows or reasonably should have known.

Investigation

All incidents involving harassment should be funneled through the Principal or Administrator (“Administrator”) charged with the responsibility at the local school level.

Was the conduct harassment?

After the Administrator has the report, an investigation should commence in a timely manner. The investigation should be “prompt” and well documented with interviews of witnesses.
Remember that OCR considers cyber bullying as harassment and does not require it occur on school equipment.

No. Not harassment, but need to assess whether regular disciplinary procedures apply.

Discipline. Students should be disciplined appropriately for their conduct.

Yes.

What steps are necessary to eliminate harassment and prevent it from recurring?

Training, counseling, discipline, change of schedule of harasser, additional services to the victim

Notification to parents of the victims. This should indicate what steps the school has taken and also how to report any subsequent problems.

Conduct follow-up inquiries to ensure harassment is not continuing and no retaliation has occurred.

Remember harassment could be considered bullying and the Bullying flow chart would be applicable to the procedures, as well. Also, make sure all documentation is kept in an organized way: Initial Report, Investigation Report, and Disciplinary Referral (if appropriate).