

CHANNING INDEPENDENT SCHOOL DISTRICT

A GUIDE TO ADDRESSING DATING VIOLENCE IN TEXAS SCHOOLS 2009-2010

On May 18, 2007, Governor Perry signed House Bill 121 into law. HB 121, effective immediately, mandates that all school districts in Texas adopt and implement a dating violence policy. The Texas Dating Violence Prevention Team, a group of nonprofits and government agencies, used national model programs to assist in the development of this document. A program created using this document fulfills the requirements of the Texas state law by tracking the language of HB 121: including (1) a definition of dating violence, (2) sections on safety planning, (3) enforcement of protective orders, (4) school-based alternatives to protective orders, (5) training for teachers and administrators, (6) counseling for affected students, and (7) awareness education for students and parents/guardians. The gender-neutral terms “victim” and “alleged perpetrator” are defined in the first section of this document and used throughout. Beyond the requirements of the law, this document includes provisions regarding sexual violence, recommendations for utilization of community resources, and a sample protocol for responding to incidents of dating violence.

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DEFINITIONS:

The following definitions are recommended for inclusion in districts' dating violence programs.

A. Teen Dating Violence

Teen dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship, as defined by Section 71.0021, Texas Family Code. Teen dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

B. Sexual Harassment (defined in your Board Policy FFH (LEGAL) and FFH (LOCAL))

Harassment is defined as conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint or maliciously and substantially harms another student's physical or emotional health or safety.

For purposes of district programs, sexual harassment of students is conduct that is severe, pervasive, and objectively offensive in such a manner that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. It is a form of harassment that includes touching someone in ways that are not wanted, sexual jokes, pressuring someone to have sex, threats or intimidation from a dating partner, or any other form of harassment of a sexual nature that would make a reasonable person uncomfortable. Sexual harassment does not include simple acts of teasing and name-calling among school children, however, even when the comments target differences in gender.

Violence or abusive behavior of a sexual nature in a dating relationship may also be considered sexual harassment when the behaviors occur at school and meet the definition of sexual harassment.

1. By An Employee

Sexual harassment of a student by a school district employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually-motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

A school district employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or the conduct is severe, persistent, or pervasive such that it:

- i. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
- ii. Creates an intimidating, threatening, hostile, or abusive educational environment.

2. By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is severe, persistent, or pervasive such that it:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Necessary or permissible physical contact, such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

C. Sexual Violence

Sexual violence is defined as sexual assault, sexual abuse, or sexual stalking of a minor child or teenager, including sexual violence committed by perpetrators who are strangers to the victim and by perpetrators who are known or related by blood or marriage to the victim. Behaviors that fall under this definition include but are not limited to incest, molestation, child abuse, stranger rape, and non stranger rape.

D. Bullying (defined in your Board Policy FDB (LEGAL))

Bullying is defined as written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

1. To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

E. Alleged Perpetrator

A perpetrator is a person who uses coercive tactics to establish and maintain power and control over a dating partner. Perpetrators may come from any cultural, educational, religious and economic stratum of society. A perpetrator's background is never grounds to justify the abuse. An alleged perpetrator is an individual who has been accused of exhibiting harassing or violent behaviors towards another individual or an individual who has been suspected of such behaviors.

F. Victim

A victim is the target of the alleged perpetrator's coercive and/or violent acts.

II. VICTIM SAFETY:

Victim safety is a top priority of a dating violence program.

A. Safety Planning

A safety plan is a tool for helping to increase students' safety. Districts should encourage school personnel, when responding to an incident of bullying, sexual harassment, dating violence or sexual violence, to develop a safety plan in collaboration with the victim that may include the following elements:

- The schedule(s) of staff person(s) that have been identified as a support system for the victim,
- Routes to and from school,
- Routes to and from classes,
- Names and contact information of peers who can help support the victim and accompany him or her to and from classes as needed,
- A discussion of potential school-related problems/areas of concern and strategies for increasing safety: after school activities, class trips, dances, etc.,
- A plan of action for the victim to follow if he/she encounters the alleged perpetrator outside of school: in a public place, on public transportation, at the victim's home, at the home of a friend, etc.,
- A list of general safety tips to aid the victim outside of school: lock doors, screen phone calls, never walk alone, etc.,
- A list of local resources: shelters, hotlines, agencies, advocates, and other services,
- Follow-up meeting dates to review the situation and to make any necessary adjustments,
- Referral to the National Teen Dating Abuse Helpline: 18663319474 and the Helpline's online home: www.loveisrespect.org, for peer support, information, and referral for youth concerning violence or abuse in dating relationships, and an opportunity to talk with or chat online anonymously with trained peer advocates,
- Referral to the National Sexual Assault Hotline: 1800656HOPE and the Hotline's online home: www.rainn.org, and
- Referral to the Dating Violence Legal Line: 1800374HOPE for assistance accessing legal tools such as a protective order (Stay-Away order).

Schools must inform the victim's parent/guardian that a safety plan has been developed, as well as the details of the safety plan unless this action would endanger the victim.

B. Enforcement of Protective Orders

When a protective order (legal Stay-Away order) has been issued by a court to protect one student from another, districts should to take the following steps:

1. Hold separate meetings with the victim and the alleged perpetrator to:
 - Review the protective order and ramifications.
 - Clarify expectations.
 - Review the school day, classes, lunch (open/closed campus situation), and activities, paying attention to potential conflicts and opportunities for face-to-face contact between the victim and the alleged perpetrator.
 - Identify schedule overlaps, i.e. arrival/dismissal times, classes, lunch, before and after school activities, locker, etc.

Whenever possible, face-to-face contact between the victim and alleged perpetrator should be avoided. If changes need to be made, attention may be given to the victim's preference. The burden for any bus, classroom or other schedule changes should be on the alleged perpetrator, not the victim.

2. In meeting with the victim, the school should consider:
 - Helping the victim identify adults within the school setting with whom he/she feels comfortable.
 - Developing a **safety plan** (see above).

The victim should be provided with the right to have a support person present during all stages of the investigation.

3. In meeting with the alleged perpetrator, the school should consider the following key points:
 - Identification of key staff members to check in with daily/weekly or as needed.
 - Identification of key staff members to check in with daily/weekly or as needed.
 - Any needed class/schedule changes, lunch, locker changes.
 - Changes in arrival/departure times to/from school.
 - Changes in arrival/departure times to/from classes.
 - Clear review of expectations and consequences for any violations.
 - Follow-up meeting dates to review how things are working and to make any necessary adjustments.

C. School-based Alternatives to Protective Orders

The most common school-based alternative to a protective order is called a Stay-Away Agreement. The Stay-Away Agreement provides a list of conditions that must be followed by the alleged perpetrator while on school grounds or at school-sponsored activities. It is designed to ensure the safety of the victim.

Districts should encourage schools to administer Stay-Away Agreements in a conference with the alleged perpetrator and his or her parent/guardian. If the parent/guardian is unavailable or unwilling to attend the conference, the school may note this on the agreement. A Stay-Away Agreement may include the following elements:

- A description of the relationship between the victim and alleged perpetrator.
- A description of the violent incident(s): what, when, where, witnesses.
- A list of behaviors that the alleged perpetrator may not do (i.e. talking to the victim, sitting near the victim, sending notes to the victim, etc.)
- Schedule changes for the alleged perpetrator (to separate the victim and alleged perpetrator), including classes, lunch period, arrival and dismissal times, locker location, and extracurricular activities.
- Notes on other disciplinary actions taken
- Dates during which the Stay-Away Agreement is valid.
- Disciplinary consequences if the alleged perpetrator violates the Stay-Away Agreement.
- Date when the Stay-Away Agreement will be reviewed.
- Signatures of parent/guardian, alleged perpetrator, and administrator.

A sample School-Based Stay-Away Agreement is included in Appendix A.

III. PREVENTION AND TRAINING

Training and awareness education on dating violence ensures that all are prepared to address the issue in a coordinated matter.

A. Modeling Respectful Behavior

The district must consider emphasizing the role of school personnel in prevention of teen dating violence through leading by example. Abusive or disrespectful behavior and images on campus can create a hostile climate and one that is conducive to dating violence, sexual violence, and sexual harassment. These behaviors may include sexist language, graffiti, or images that are demeaning to girls and women, as well as rigid or different expectations based upon the gender of students (i.e. pushing young women towards English and away from Math or Science, or different expectations for male and female student behavior). The district should ensure that all school personnel make efforts to model respectful behavior and to promote gender equality and mutual respect among all members of the school community. School personnel will be expected to respond to bullying, sexual harassment, dating violence and sexual violence immediately and in a manner consistent with the district's standards. See Board Policy FFH(local).

B. Training for Teachers and Administrators

Channing ISD will provide awareness training and education for the school community. Training will include defining the issues of teen dating violence and sexual violence, recognizing warning signs, identifying issues of confidentiality and safety, the laws pertaining to interpersonal violence, and appropriate school-based interventions. These trainings will be organized to reach all members of the school community, including students, educators, parents/guardians, administrators, custodial and food service staff. These trainings will be facilitated by a school staff person and a representative from a community agency that serves victims of domestic or sexual violence, such as a victim advocate.

Educators who present information on teen dating violence in the classroom will receive training on methods of teaching the dynamics of power and control in dating relationships, as well as strategies for effectively teaching teen dating violence prevention curriculum from agencies in their local community who serve victims of domestic and sexual violence. They will also receive information on the barriers teenagers face in ending abusive relationships, and information on resources from which teenagers can seek help and services for themselves and for others.

Channing ISD will make annual workshops for school administrators, teachers, health educators, school nurses, and other staff available through Region 16 ESC. These workshops will include the opportunity for staff to address school incidents that they have heard about, observed, or dealt with directly, and discuss how to intervene in an appropriate and consistent way. In order to respect the privacy of students, hypothetical facts or actual scenarios absent of identifying information will be used.

C. Counseling for Affected Students

Channing ISD will ensure that the victim and alleged perpetrator have access to support services when needed. The victim and alleged perpetrator will be referred to a school counselor as appropriate. Counselors may provide interventions themselves or if appropriate, the district may contract with advocates from local domestic violence or rape crisis centers to provide school-based services such as school-based support groups. In addition, an administrator or counselor may give his/her business card to the student to carry and write on the back: Please allow NAME to see me when requested.

Channing ISD will access resources in the community, and surrounding communities that are available for teaching and supporting positive student behaviors and responding to the needs of students who have been

hurt by violence or abuse or who have begun to use hurtful behaviors toward others. An alleged perpetrator may be referred to batterer's counseling or another program with a focus on controlling behaviors. Anger management programs will not be recommended for alleged perpetrators because such programs do not typically address these behaviors. Channing ISD will make reasonable accommodations for victims of teen dating violence and sexual violence.

D. Awareness Education for Students

Channing ISD will require schools to teach ongoing curriculum or educational presentations to students on teen dating violence, sexual violence, and acquaintance rape prevention. Topics will include:

1. Defining abuse in teen dating relationships, including rape, and methods to recognize abuse,
2. Identifying societal expectations of males and females that contribute to violence and abuse,
3. Examining the role of the media in supporting sex role stereotypes and how these stereotypes, if believed, are a setup for abuse and violence,
4. Exploring how teens can help themselves or a friend, including where to find legal, medical, and mental health services, and
5. Defining healthy and respectful behavior and relationships.

In addition to curriculum sessions, Channing ISD will consider providing peer training programs, special seminars, video or theater presentations combined with discussion groups, or workshops. Channing ISD may incorporate dating and sexual violence education that is age appropriate into annual health curriculum for students in grades 7-12.

E. Awareness Education for Parents/Guardians

Channing ISD will sponsor parent/guardian workshops to educate parents/guardians on the issues of teen dating violence and sexual violence. The workshops will cover topics such as recognizing the warning signs of dating violence in teens and preteens, what parents/guardians can do to help their teens learn how to have safe and healthy relationships, and the realities and dynamics of sexual violence.

Channing ISD will provide parents/guardians and the community at large with information on where they can go for help if their child is a victim, and what they can do to address the issues of teen dating violence and sexual violence.

IV. DEVELOPING A RESPONSE

By involving the entire district and community in the work against teen dating violence and sexual violence, Channing ISD will ensure that programs are as efficient and effective as possible.

A. District-Wide Student Code of Conduct

In working to prevent teen dating violence and sexual violence, Channing ISD will communicate their behavioral expectations to students and staff. The Texas Education Code requires that a school district's student code of conduct prohibit bullying and harassment, which includes sexual harassment. Dating violence and "respect for the rights and privileges of others" will be added to the list of expected behaviors.

B. Notice to Parents/Guardians and Students

Channing ISD will inform the students' parents/guardians of the school district's dating violence policy, regulations, and programs, or make information available upon request. A sample letter informing parents/guardians of district policies, Notice of Parent and Student Rights, is included in Appendix B. The sample contains definitions of bullying, harassment, sexual harassment, dating violence, and sexual violence, and outlines the campus response to a complaint alleging the above-listed behaviors.

C. Community Coordination

In creating a safe school climate, Channing ISD may develop an advisory team of local experts from community organizations to assist in the school's efforts to promote a safe school environment. The following pages contain a list of agencies and systems that might be included, and what they might be able to contribute:

- **Local Domestic Violence Agencies and Rape Crisis Centers**
 - Provide crisis intervention, supportive counseling, legal advocacy, and other support services for victims and their families.
 - Provide professional training, parent/guardian seminars, and classroom presentations on dating violence and sexual violence prevention.
 - Provide school-based groups for students involved in abusive relationships and students at risk for dating, family, or sexual violence.
- **Texas Council on Family Violence and Texas Association Against Sexual Assault**
 - Help develop programs.
 - Provide training and educational materials to school staff, students, parents/guardians and the community, or provide information on where training and materials may be obtained.
 - Offer appropriate referrals for victims.
 - Suggest appropriate ways to deal with alleged perpetrators.
- **Texas School Safety Center**
 - Provide trainings and workshops on dating violence and sexual violence.
 - Provide schools with research, training, and technical assistance to reduce youth violence and promote safety in the state.
- **Sheriff's Office**
 - Familiarize the school with law enforcement's policy pertaining to teen dating violence and sexual violence.

- Take part in training staff, students, parents/guardians and the community.
- **District and County Attorney's Office**
 - Familiarize the school with protective orders and provisions pertaining to schools.
 - Help integrate state laws into the school's teen dating violence and sexual violence policy, regulations, and programs.
 - Explain the process of prosecuting alleged perpetrators in a criminal court.
 - Provide information to victims throughout the court process.
- **Probation**
 - Explain probation supervision of perpetrators in juvenile justice programs.
 - Explain probation's role in pretrial supervision of the alleged perpetrator.
- **Mental Health Services**
 - Explain services available in the community.
 - Detail what victims can expect if referred.
- **Child Protective and Social Services Staff**
 - Provide information on services available to victims of child abuse or domestic violence.
- **Clergy**
 - Educate religious youth groups on teen dating violence and sexual violence and what the school system is doing to provide help.
 - Provide information on school efforts in bulletins and printed materials.
- **Media**
 - Publicize the school's efforts to stop teen dating violence and sexual violence
 - Educate the community on the dynamics of teen dating violence and sexual violence
- **Civic Groups**
 - Educate membership on teen dating violence and sexual violence.
 - Educate the community about the school's efforts to stop teen dating violence and sexual violence.

Additionally, Channing ISD will maintain a dating violence and sexual violence response team made up of school personnel who have received specialized training on these issues. This training might prepare them to:

- Conduct investigations and assessments.
 - Assist victims with safety planning.
 - Make appropriate referrals.
 - Decide and implement appropriate disciplinary action.
 - Monitor compliance of disciplinary action.
- Evaluate and recommend changes in teen dating violence policy, regulations, and programs.

It is important to ensure that members of the response team serve willingly and exhibit sensitivity to the issue.

V. INTERVENTION IN SCHOOLS

Channing ISD will develop a set response to teen dating violence and sexual violence so that all victims and alleged perpetrators receive consistent, fair treatment.

A. Documentation of Incidents

Channing ISD will develop a system for documenting each complaint of teen dating violence and sexual violence in accordance with your Board Policy FFH (LOCAL). Documentation should include the following elements:

- Description of incident(s): what, when, where, witnesses, Victim and alleged perpetrator information, including class schedules, group and club memberships, and school activities,
- Disciplinary and accommodation recommendations, including changes to class schedules,
- Response actions taken, including safety planning, referrals for services and counseling, and disciplinary actions,
- Incident updates, including response to disciplinary actions, alleged perpetrator compliance, utilization of referrals for services, reviews of safety plans, and status reports from the victim, including further referrals for services.
- Description of incident(s): what, when, where, witnesses.

Channing ISD will make complaint forms available to all students at any time through any counselor or administrator. Counselors and administrators may be asked to offer students assistance in filling out the form. The school will file completed complaint forms in a secure location in the campus administrative office.

A sample Student Complaint Form is included in Appendix C.

B. Protocol for Campus Intervention: Staff Members

The protocol for staff members responding to an incident of bullying, sexual harassment, dating violence, or sexual violence between students occurring anywhere on campus is found in FFA(LOCAL) policy. The protocol includes the following actions:

1. Fulfill the state's mandatory reporting laws regarding the suspected abuse or neglect of a child. See Section 261.101(a), Texas Family Code.
2. Separate the victim from the alleged perpetrator.
3. Speak with the victim and alleged perpetrator separately.
4. Speak with any bystanders who may have been present or involved. Encourage them to speak up directly on behalf of the victim if they should witness further incidents, or to get help from school personnel.
5. Administer logical and reasonable consequences to the alleged perpetrator when appropriate, including but not limited to making a discipline referral.
6. Inform the victim of his or her right to file a complaint of bullying, sexual harassment, dating violence, or sexual violence with any counselor or administrator.
7. Monitor the victim's safety. Increase supervision of the alleged perpetrator as needed.

C. Protocol for Campus Intervention: Administrators and Counselors

Administrators' duties includes informing students, parents/guardians, and school personnel of a student's right to make a complaint for incidents of bullying, sexual harassment, dating violence, or sexual violence. By receiving this information, all students will understand how to file a complaint, and school personnel will

understand how to respond to incidents and reports.

Channing ISD will adhere to the following protocol when a school counselor or administrator learns of an incident of bullying, sexual harassment, dating violence, or sexual violence, or receives a complaint from a student or staff member. The following actions will be observed:

1. Fulfill the state's mandatory reporting laws regarding the suspected abuse or neglect of a child. See Section 261.101(a), Texas Family Code.
2. Separate the victim from the alleged perpetrator.
3. Meet separately with the victim.
4. Review the student's complaint form or assist the student in documenting the incident on a complaint form during the meeting.
5. Further investigate the complaint by speaking with the alleged perpetrator and any bystanders separately.
6. If the assessment by the counselor or administrator determines that the incident involved physical or sexual assault or threats, the counselor or administrator should notify the School Resource Officer immediately.
7. Contact the parents/guardians of the victim and the alleged perpetrator to inform them that an incident of bullying, sexual harassment, dating violence, or sexual violence has occurred. Ask the parents/guardians to attend a meeting with the administrator and their child to discuss the incident. Be consistent about what to do if parents/guardians are not available or responsive.

A sample Student-on-student Altercation Response Chart is included in Appendix D. This document will help to ensure that important actions are taken when incidents of bullying, sexual harassment, dating violence, or sexual violence occur.

1. Working with the Victim

In working with the victim, Channing ISD will require schools to make every reasonable effort to protect the due process rights of the alleged perpetrator. Administrators may use the following methods of intervention with the victim:

- a. Conference with the victim and parent/guardian.
- b. Identify immediate actions that can be taken to increase the victim's safety and ability to participate in school without fear or intimidation, including positive behavior support interventions.
- c. Inform the student and parent/guardian of school and community resources as needed, including their right to file charges or seek legal protection.
- d. Encourage the student to report further incidents.
- e. Inform the victim of his or her right to request a Stay-Away Agreement or another school-based alternative to a protective order. If the student declines, this should be documented.
- f. For situations also involving sexual harassment, inform the victim of his or her right to file a complaint alleging sexual harassment directly with the Title IX Coordinator. A complaint may also be filed with the Office for Civil Rights.
- g. Monitor the victim's safety as needed. Assist the victim with safety planning for the school day and for after school hours.
- h. Document the meeting and any action plans on a complaint form. If the victim or parent/guardian declines to document the incident, note this on a complaint form.
- i. Store all complaint forms in a separate, confidential file and document subsequent follow-up actions and complaints on a complaint form.

Administrators may provide the victim with the right to have a support person present during all stages of the

investigation.

2. Working with the Alleged Perpetrator

Channing ISD will make every reasonable effort to protect the due process rights of the alleged perpetrator. Administrators may consider adopting the following methods of intervention with the alleged perpetrator:

Document the meeting and action plans on a complaint form

- Conference with the alleged perpetrator and parent/guardian
- Allow the alleged perpetrator an opportunity to respond in writing to the allegations.
- Emphasize expectations for positive behavior.
- Identify and implement disciplinary and other actions and consequences that will be taken to prevent further incidents.
- Inform the alleged perpetrator and parent/guardian of help and support available at school or in the community as needed.
- Address the seriousness of retaliation against the victim for reporting the incident of cooperating with the investigation.
- Increase supervision of the alleged perpetrator as needed.

APPENDICES

Forms for use in Channing ISD's teen dating violence policy, regulations, and programs:

A. School-Based Stay-Away Agreement: A discipline management technique.

B. Notice of Parent and Student Rights: May serve as a supplement to the student code of conduct.

C. Student Complaint Form: Can be used in conjunction with the reporting procedures found in CISD Board Policy FFH (LOCAL).

D. Student-on-student Altercation Response Chart: A checklist that includes parent complaint procedures and district action described in CISD Board Policy FFH (LOCAL).

CHANNING INDEPENDENT SCHOOL DISTRICT SCHOOL-BASED STAY-AWAY
AGREEMENT BULLYING, SEXUAL HARASSMENT, DATING VIOLENCE and SEXUAL
VIOLENCE

The intent of this agreement is to increase safety for students who have been the victim of severe or repeated bullying, sexual harassment, dating violence, or sexual violence. It is to be administered in a conference with the alleged perpetrator and his or her parent/guardian.

Name of student: _____

Date of most serious incident: _____

Description of behaviors involved in incident:

Date of assessment: _____ Date of
parent/guardian notification: _____

In order to protect the rights and safety of all members of our school community, you are required to stay away from _____ (name of victim) at all times during the school day and at any school sponsored event. This means that you may not approach, talk to, sit by, or have any contact with _____ (name of victim) at school or on school property, school buses, and bus stops.

In addition, the following actions are effective immediately:

Arrival/Departure

Time: _____ Entrance: _____

Bus/Parking: _____

Current Schedule /New Schedule

Lunch: _____

Locker: _____

Extracurricular Activities: _____

Other disciplinary actions: _____

Violations of this agreement and acts of retaliation directly or indirectly toward the victim or the victim's friends or family members will be taken seriously and will result in further disciplinary actions. Your compliance will be monitored by _____ (name and staff title):

_____.

Agreement is valid from _____ to _____.
date date

This agreement will be reviewed on _____.
date

Signatures Student: _____ Date: _____

Parent/Guardian: _____ Date: _____

Administrator: _____ Date: _____

cc: Principal * Assistant Principal * Counselor * School Resource Officer

CHANNING INDEPENDENT SCHOOL DISTRICT
NOTICE OF PARENT AND STUDENT RIGHTS
BULLYING, SEXUAL HARASSMENT,
DATING VIOLENCE, and SEXUAL VIOLENCE

The Channing Independent School District (CISD) is committed to providing a positive learning environment for all students that enhances personal safety and promotes respect, dignity, and equality among students. High standards are expected for both academic achievement and for behavior.

CISD strives to ensure that all of its students and employees are free from bullying, sexual harassment, dating violence, and sexual violence. All charges of bullying, sexual harassment, dating violence, and sexual violence are to be taken very seriously by students, faculty, staff, administration, and parents/guardians. CISD will make every effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every effort will be made to protect the due process rights of all victims and all alleged perpetrators.

Bullying is defined as written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines: 1) To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or 2) To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

Harassment is defined as conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint or maliciously and substantially harms another student's physical or emotional health or safety.

Sexual harassment is conduct that is severe, pervasive, and objectively offensive in such a manner that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. It is a form of harassment that includes touching someone in ways that are not wanted, sexual jokes, pressuring someone to have sex, threats or intimidation from a dating partner, or any other form of harassment of a sexual nature that would make a reasonable person uncomfortable.

Dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. Dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

Sexual violence is defined as sexual assault, sexual abuse, or sexual stalking of a minor child or teenager, including sexual violence committed by perpetrators who are strangers to the victim and by perpetrators who are known or related by blood or marriage to the victim. This definition includes behavior including but not limited to incest, molestation, child abuse, stranger rape, and non stranger rape.

Students who believe they have been harassed, bullied, or otherwise victimized by fellow students or CISD employees are encouraged to promptly report such incidents to the campus principal or other campus professional. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A student or parent/guardian who has a complaint alleging bullying, harassment, dating violence, or sexual violence may request a conference with the principal. If the student or parent/guardian is not satisfied with the response from the campus staff, they may request a conference with the Superintendent.

Complaints will be documented and investigated in accordance with CISD policy and guidelines. Any staff member who observes an incident that involves physical or sexual assault or threats will report the incident immediately to the principal. Any staff member who learns of an incident or threat may submit a Complaint Form on behalf of the victim.

Campus Complaint Procedure: 1) Students and staff members will complete a complaint form available in the school's main office. 2) The complaint form will be submitted to the principal

immediately. 3) The principal will investigate complaints by meeting separately with each student involved in the situation. 4) The principal will conference with the victim and parent/guardian to discuss safety and community resources. 5) The principal will conference with the alleged perpetrator and parent/guardian to discuss appropriate behaviors and consequences. With the prior consent of the victim, the principal may issue a School Based Stay Away Agreement to the alleged perpetrator during the parent/guardian conference. 6) Documentation of all complaint forms, follow-up actions and Stay Away Agreements will be available to the General Counsel at all times. Please review this information and return this signed page to the school, retaining the first page for your records.

For more information about your rights and responsibilities concerning bullying, harassment, dating violence or sexual violence, please contact Channing ISD's Title IX Coordinator.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Student Name _____

Student Signature _____ Date _____

Administrator Name _____

Administrator Signature _____ Date _____

CHANNING INDEPENDENT SCHOOL DISTRICT
Student Complaint Form
Instructions for reporting incidents of
BULLYING, SEXUAL HARASSMENT, DATING VIOLENCE
and SEXUAL VIOLENCE

A counselor or administrator who receives a report of bullying, sexual harassment, dating violence, or sexual violence will address the following issues with the student who was the victim of the reported behaviors in a private meeting before assisting the student in completing the Complaint Form.

Your Right to File a Complaint:

The policy of Channing ISD is that all students and employees be free from bullying, sexual harassment, dating violence, and sexual violence. All charges of bullying, sexual harassment, dating violence, and sexual violence are to be taken very seriously by students, faculty, staff, administration, and parents/guardians. The district will make every reasonable effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all victims and all alleged perpetrators.

Instructions: Use this form to report bullying, sexual harassment, dating violence, and sexual violence so that school officials may investigate and take appropriate actions to increase your safety.

Complete the form, providing as much detailed information as possible so that the complaint may be properly investigated.

It is important that you report the facts as accurately and completely as possible and that you cooperate fully with the persons designated to investigate the complaint.

Where to file: Complaint forms will be available from any counselor or administrator.

Confidentiality: To conduct this investigation in a confidential manner, the school will disclose the contents of your complaint only to those persons who have a need to know of your complaint. In signing the complaint form, you authorize the school to disclose as needed the information you have provided, and may in the future provide, regarding your complaint. Your complaint form will not be shown to the alleged perpetrator.

Retaliation prohibited: Retaliation against a person who files a formal complaint is strictly prohibited and is grounds for disciplinary action, including but not limited to detention, suspension, and expulsion.

CHANNING INDEPENDENT SCHOOL DISTRICT
Student Complaint Form for reporting
BULLYING, SEXUAL HARASSMENT, DATING VIOLENCE
AND SEXUAL HARRASSMENT

Name: _____ Student ID: _____

Grade: _____ Date: _____ Time: _____ School: _____

Please answer the following questions about the most serious incident:

List the name of the alleged perpetrator(s) of bullying, sexual harassment, dating violence, or sexual violence:

Relationship between you and the alleged perpetrator:

Describe the incident:

When and where did it happen? _____

Were there any witnesses? [] yes [] no If yes, who? _____

Is this the first incident? [] yes [] no If no, how many times has it happened before? _____

Other information, including previous incidents or threats:

Student or parent declines to complete this form:

Name: _____ Date: _____

I certify that all statements made in the complaint are true and complete. Any intentional misstatement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation

Signatures

Student: _____ Date: _____

School official receiving complaint: _____ Date: _____

School official conducting follow-up: _____ Date: _____

Notes of actions taken:

Additional information from student or staff

Date _____

Documentation/Follow-Up _____

Signature of Student _____

Signature of Staff Member _____

**CHANNING INDEPENDENT SCHOOL DISTRICT STUDENT-ON-STUDENT ALTERCATION
RESPONSE CHART**

All charges or reports of a student-on-student altercation (e.g., sexual harassment, harassment, bullying, dating violence, or sexual violence) should be referred to the appropriate district official in accordance with Board Policy FFH (LOCAL). This checklist has been provided to assist the district official in ensuring that necessary steps are taken when incidents have been brought to the principal’s attention. To the greatest extent possible, confidentiality should be maintained when investigating reports.

| DATE | ACTIONS |
|------|---|
| 1. | Take necessary steps to separate alleged perpetrator and victim. |
| 2. | Call the School Resource Officer if appropriate. If the altercation is assaultive in nature, see legal and policy guidelines for reporting and discipline, as well as CPS requirements. |
| 3. | VICTIM: Conference with the victim outside of the presence of the alleged perpetrator. Use every reasonable effort to protect the due process rights of the alleged perpetrator. Contact parent/guardian. The student may be accompanied by a parent/guardian or other representative. a) Provide the parent/guardian and/or student with a “Notice of Parent and Student Rights.” Inform the student of his or her right to file a complaint alleging sexual harassment directly with the Title IX coordinator or Office of General Counsel and with the Office for Civil Rights. Obtain signature if possible. b) Assist the student in documenting the incident on a complaint form. If the student or parent/guardian declines to document the incident, note this on the complaint form. c) Identify immediate actions that can be taken to increase the victim’s safety and ability to participate in school without being subject to harassment. Refer the student to a school counselor as appropriate. d) Record your observations related to the student conference. |
| 4. | ALLEGED PERPETRATOR: Conference with the alleged perpetrator out of the presence of the victim. Use every reasonable effort to protect the due process rights of the alleged perpetrator. Contact parent/guardian. The student may be accompanied by a parent/guardian or other representative. a) Allow the student an opportunity to respond in writing to the allegations. b) Provide the parent/guardian and/or student with a “Notice of Parent and Student Rights.” Obtain signature if possible. c) Refer the student to a school counselor as appropriate. d) Record your observations related to the student conference. |
| 5. | Further investigate the complaint by interviewing any witnesses separately. Document findings. |
| 6. | Communicate in a confidential manner with the School Resource Officer and counselor and principal or designee. |

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| | <p>7. Make determinations regarding alleged conduct, ordinarily within 5 (five) days. If extenuating circumstances delay the investigation, inform the victim and parent/guardian. Record determination and actions, as follows (check box):</p> <p><input type="checkbox"/> Findings indicate that a student-on-student altercation occurred.</p> <p>a) VICTIM: Conference with the victim and parent/guardian. Possible interventions:</p> <ul style="list-style-type: none"> • Identify actions to increase the victim’s safety and ability to participate in school without fear or intimidation. • Inform the student and parent/guardian of support services. • Ensure the victim has access to support when needed (e.g., administrator or counselor gives his/her business card to the student to carry and writes on the back: Please allow _____(NAME) to see me when requested.) • Inform the student of his or her right to request a “Stay Away Agreement.” • Encourage the victim to report further incidences. • Parent/guardian has right to pursue transfer as a victim of bullying. Share form and process as appropriate. Requires verification of harassment/bullying from administration. See FDB (LEGAL). • Document conference and action plans <p>b) ALLEGED PERPETRATOR: Conference with the alleged perpetrator and parent/guardian. Possible interventions:</p> <ul style="list-style-type: none"> • Emphasize expectations for positive behavior. • Identify and implement disciplinary consequences and other actions that will be taken to prevent further incidences. • Inform the student and parent of support services. • Ensure the alleged perpetrator has access to support when needed (e.g., administrator or counselor gives his/her business card to the student to carry and writes on the back: Please allow NAME to see me when requested.) • Address the seriousness of retaliation. • If harassment was severe or repeated, a “Stay-Away Agreement” may be issued. • Depending on the nature of the offense, disciplinary action may be warranted or mandated. • Increase supervision of the alleged perpetrator as appropriate. • Behavior contract. <p>c) REMINDER: If there is a finding that the altercation involved physical or sexual assault or threats, notify the School Resource Officer immediately and follow legal and policy guidelines for reporting and discipline, as well as CPS requirements.</p> <p><input type="checkbox"/> Unable to determine that inappropriate behavior occurred, but there has been a determination that the situation justifies the communication of warnings, recommendations, and/or information regarding support services.</p> <p><input type="checkbox"/> There are no findings of inappropriate behavior.</p> |
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| 8. | <p>After determination made: • Give notice of the outcome to the parties – follow FERPA guidelines. • Advise the parents and students that they may appeal the decision of the principal or designee regarding the outcome of the investigation into the allegation. Inform the student or parent/guardian that he or she may request a conference with the Superintendent or designee and that a written complaint must be submitted. The appeal notice must be filed in writing, on a form provided by the District. Refer to Board Policy FFH (LOCAL) and FNG (LOCAL).</p> |
| 9. | <p>If findings indicate that inappropriate behavior has occurred: • Monitor the safety of the victim. • Encourage the victim to immediately communicate any safety concerns that may arise to an administrator or counselor or School Resource Officer. • Document subsequent follow-up actions and complaints in the space provided on the complaint form.</p> |
| 10. | <p>Advise Title IX Coordinator by email or memo of all incidents of sexual harassment that occur on your campus. Label correspondence regarding sexual harassment issues “Attorney/Client Privileged Information.” Include (a) the date of the incident, (b) the names of the students involved in the incident, (c) actions taken to address the matter, and (d) whether the matter is closed or remains open. Use form titled “Reports of Allegations of Sexual Harassment (Title IX).”</p> |
| 11. | <p>Store complaint forms in a separate, confidential file.</p> |