

**SENNETT MIDDLE SCHOOL
HARASSMENT PROCESS & RESPONSIBILITIES**

Steps	Responsible Party
Student or parent reports an incident of harassment (verbally or per the self-report form).	Student & Staff
Adult/Staff either: 1) Refer the matter to Support Staff. 2) Contact the Principal directly for very serious allegations, e.g. sexual harassment. 3) Complete a misconduct and give to the Principal.	Staff
Support Staff Person takes into account the situation, victim's input about resolution. If harassment is indicated, a misconduct will be written and submitted to the Principal. If it is a conflict they will facilitate a resolution and communicate with appropriate teachers	Support Staff
Principal acts on misconduct by investigating (check shared file first to see if repeat offense), deciding whether or not police need to be involved and determining consequences. Guidelines for consequences follow: <ul style="list-style-type: none"> • 1st time: misconduct, loss of points, meeting with Support Staff, possible contract with other student & parent contact • 2nd time: misconduct, loss of points, in- school suspension, referral to support staff for multi-educational session and meeting with HR/CC teacher and parent. Contract developed. • 3rd time: misconduct, loss of points, 1-3 day suspension, amend written contract, 2nd parent meeting, encourage community counseling, consider school group intervention. Other Possible consequences: use of after school detention & a video to have students view, restriction of passing time, written work from student on effects of harassment, shortened schedule, referral to alternative programs.	Principal

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<p>For Students scheduled to see a Support Staff Person:</p> <ul style="list-style-type: none"> • Support Staff Person educates the student about non-harassment rules, future consequences for harassment and appropriate conflict resolution strategies. Student signs anti-harassment form. • Support Staff Person talks to the victim about resolution and schedules an adult mediation or develops a contract. • Support Staff Person informs homeroom teacher/house/encore teachers about situation if appropriate and contacts parents of both students. • Support Staff Person logs interaction in SST Shared File for tracking purposes. 	Support Staff
Data on harassment will be reviewed at each SST meeting to discuss need for further interventions and to look at patterns around types of harassment going on across the building	Support Staff, Principal(s)
<p>Prevention strategies in place include:</p> <p>Communication of policy and practices--</p> <ul style="list-style-type: none"> • Handbook • Newsletter articles • Quarterly House meetings <p>Education--</p> <ul style="list-style-type: none"> • Staff orientation about policies at the beginning of the year • Homebase curriculum • Health Curriculum <p>Clubs and Activities which foster student leadership, acceptance and peaceful interactions--</p> <ul style="list-style-type: none"> • Posters throughout the building • Gay Straight Alliance (GSA) • Peer Mediation Program • Students Against Destructive Decisions (SADD) • Student Council 	Principal, All Staff