

# **BERKELEY UNIFIED SCHOOL DISTRICT**

## **Action Steps to Prevent and Respond to Sexual Harassment**

### **BACKGROUND INFORMATION**

The District recognizes the need to ensure that all schools are safe, welcoming, and free from all forms of bullying and harassment, including sexual harassment. Provided below is a chronology of action steps already taken during the past three years, as well as steps that are planned to prevent sexual harassment in schools and provide appropriate interventions when needed.

### **Action Steps to Address Sexual Harassment 2016-2017 School Year**

**Planned:** April/May 2017 - Sexual Harassment Prevention Education for students at all BUSD middle and high schools with consultant Robin Mills. The training sessions for students will be done in small groups. Additionally, parent information sessions will be held and a rape prevention training will be offered to female high school students.

**Planned:** April/May 2017 - A second "Green Dot" violence prevention training for students will be held in which approximately 30 high school students will be trained in the Green Dot bystander strategies.

March 16: All Berkeley High School students will take a sexual harm survey. This survey will provide the school with student experience data regarding sexual assault, harassment and bullying. We will use this information to guide further actions.

March 8: New Title IX Coordinator/Compliance Officer, Dana Clark, starts.

March 8: Letter to middle and high school parents/guardians and high school students addressing community concerns regarding sexual harassment sent.

March 8: Contract with Impact Justice expanded to provide professionally facilitated restorative justice support with nuri nusrat at BHS one day per week.

February 8: The first cohort of 32 Berkeley High School students participated in the [Green Dot Bystander Training](#) to increase awareness and proactive violence prevention.

*Updated March 8, 2017*

December 2016: Memorandum of Understanding between BUSD and Impact Justice approved, enabling students involved in sexual harm cases to participate in a professionally facilitated restorative justice process to address the harm.

December 15, 2016: Letter sent from Acting Principal Erin Schweng and BHS admin. team to BHS staff entitled, "[Update and reminder regarding harassment and bullying](#)", including links to resources, district policies, and protocol for teachers/staff to report instances of sexual harm.

November 22: BHS Stop Harassing presents two assemblies at BHS on sexual harassment prevention, with Impact Justice restorative justice facilitator, nuri nusrat, and Futures Without Violence consultant and BHS parent, Rebecca Levenson, as guest presenters.

November 17: BHS Administrators, Stop Harassing student leaders and safety staff present the SPARK assembly to all freshmen students. In this assembly students were educated about consent, harassment, and discussed how to build relationships based on trust, respect and safety.

November 2016: BHS begins providing students with "[BHS Step by Step Reporting Guide](#)" and OCR's "[Know Your Rights](#)", when

September 2016: Dean of Students Kiernan Rok presents general information about sexual harassment / harm to all BHS students at welcome assembly (definitions, reporting protocol, etc.).

August 2016: Updated "[Sexual Harassment Response Card](#)" provided to all middle school and high school staff.

August 2016: Approximately 30 staff at Berkeley High School and Berkeley Technology Academy, including administrators, teachers, counselors, and safety officers, participated in a 4-day "Green Dot" violence prevention training.

### **Action Steps to Address Sexual Harassment 2015-2016 School Year**

April - May 2016: Sexual Harassment Prevention Consultant, Robin Mills, provided sexual harassment awareness education at all BUSD middle schools and at BHS and BTA. Parent informational sessions were also held.

March 2016: Full-time Title IX Coordinator/Compliance Officer started.

October 14, 2015 - SPARK Assembly which covered specific types of sexual harassment, including sexual battery, and affirmative consent, was held for all BHS freshmen. All participants received follow-up lessons in their second period classes.

September 22 - Information regarding sexual harassment, which included types of sexual harassment and affirmative consent, was presented to BHS students at the Welcome Assemblies.

September 9 - Sexual harassment prevention and awareness education was discussed with the elementary and middle school principals. Curricula were provided to the principals with sexual harassment awareness education conducted at all sites for students in grades 4 through 12 during September.

August 31 - All BHS teachers participated in sexual harassment training with Peace Over Violence staff.

August 31 - All middle and high school staff received a "sexual harassment response card" with step-by-step instructions on how to receive and respond to a report of sexual harassment from a student.

August 31 - Approximately 80 BUSD staff, including Safety Officers from all sites and Before and After School staff, participated in sexual harassment training with Peace Over Violence on their first day back to work from summer break.

August 2015 - Updates were made to the Parent Student Handbook to reflect new information related to sexual harassment, including the Title IX Coordinator position and contact information, the new Interim Sexual Harassment Policy, and the updated Uniform Complaint Policy, procedures, and complaint form.

August 13 - SHAC meeting to discuss progress on the the Title IX Coordinator Position, preliminary survey results from the Peace Over Violence student training at BHS in May, and professional development related to sexual harassment.

July 2015 - A team of staff from Longfellow Middle School, including the Vice Principal, Counselor, Teachers, Safety Officer, and After-School Coordinator, attended a summer institute on healthy relationships and

sexual harassment facilitated by Futures Without Violence.

### **Action Steps to Address Sexual Harassment 2014-15 School Year**

June 2015 – Six BUSD administrators from BHS, King MS, Longfellow MS, and Willard MS, attended a two-day Title IX Investigator training in San Diego.

June 24 – The Board approved an updated Uniform Complaint Procedures Policy which shall be followed to respond to complaints regarding sexual harassment, discriminatory bullying, and other discrimination complaints.

May 26 – 27 – SHAC sponsored training by Peace Over Violence on sexual harassment awareness, including safe relationships, consent, and the importance of being an upstander, to all BUSD high school seniors, including BHS, Berkeley Technology Academy, and Independent Study students.

May 21 – SHAC meeting reviewed options for professional development for staff and training for students related to sexual harassment.

May 6 – The Board approved the budget allocation for a full-time Title IX Coordinator/Compliance Officer position.

April 2015 – The new Interim Sexual Harassment Policy was provided to all BUSD managers along with information regarding sexual harassment and Title IX.

April 2015 – The District's Sexual Harassment Advisory Committee was expanded to include staff from middle and high schools, and high school students, in addition to parents and the Director, Student Services. The newly reformed SHAC met on April 9 and planned a training on sexual harassment awareness for high school seniors.

April 2015 – The Board approved an Interim Sexual Harassment Policy based on the California School Boards Association's Sample Sexual Harassment Policy. The District will return to working on the more robust policy in progress upon the completion of OCR's investigation and receipt of OCR's findings and recommendations.

March 2015 – A letter regarding sexual harassment was mailed to all BUSD middle school and high school families. The letter was provided in English and Spanish.

January 26 – 29 – The District’s Interim Title IX Coordinator attended a National Conference for Title IX Certification in Nashville, Tennessee.

January 2015 – A meeting to establish guidelines regarding receiving, investigating, and responding to reports of sexual harassment was held. A document for staff with guidelines for responding to sexual harassment was finalized.

January 2015 – A letter regarding sexual harassment was sent electronically to all BUSD middle school and high school families.

December 2014 - BUSD Designates the Director of Student Services as the District’s Interim Title IX Coordinator.

December 2014 – A voluntary restorative circle was held for BHS students who had been targeted in a recent sexual harassment incident. A separate voluntary restorative circle was held for BHS students who had been accused of engaging in sexual harassment in the same incident.

November 2014 – Berkeley High School Principal sent a sexual harassment overview and FAQs to all BHS teachers and students. Teachers were told to read the information to their students during 2<sup>nd</sup> period class.

September 2014 – All schools provided a lesson in sexual harassment awareness to all students in grades 4 – 12. Suggested activities from curriculum developed by the *Pennsylvania Coalition Against Rape* was provided to school administrators.

### **Action Steps to Address Sexual Harassment Prior to 2014-15 School Year**

Spring 2014 – Members of the Sexual Harassment Advisory Committee (SHAC) and the Policy Subcommittee began working on a comprehensive model sexual harassment policy that is still in progress.

*More resources can be found on the [district webpage](#) dedicated to Title IX/  
Sexual and Gender-based Harassment Resources.*