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## Sexual Harassment

### Course Overview

Welcome! This course is divided into four (4) modules. Navigation through the course is done most easily using the Next and Previous buttons at the bottom of each page.



### Objectives

Upon completion of the course, you will be able to identify:

1. sexual harassment terms,
2. definitions, and
3. laws.



### Instructional Materials

Instructional materials are provided in a variety of formats. There are multiple practice quizzes along the way for you to check your understanding with a final End of Course Assessment.



### Contact Hours

This online course should take approximately 30 minutes to complete. However, since participants are allowed to work through the content at their own pace, contact hours may vary.



## Required Activities

1. View all content pages
2. Module 1 Practice Quiz
3. Module 2 Practice Quiz
4. Module 3 Practice Quiz
5. Module 4 Practice Quiz
6. End of Course Assessment with a minimum score of 80

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## Module 1


### Introduction

View the video below. You will learn a definition of sexual harassment and receive an introduction.

[Sexual\\_Harassment\\_seg\\_1.mp4](#)

(<https://esc11.instructure.com/courses/6195/files/2259960/download?wrap=1>)

Video Transcript:[Sexual Harassment- Introduction](#)

(<https://esc11.instructure.com/courses/6195/files/2259966/download?wrap=1>) 

(<https://esc11.instructure.com/courses/6195/files/2259966/download?wrap=1>)



PROGRAM:

The Compliance Series  
Sexual Harassment

SEGMENT 1:

Introduction

TRANSCRIPT

tr\_Sexual\_Harassment\_seg\_1

This issue of the Video Journal of Education is: "Sexual Harassment. In recent years sexual harassment has been a fiery topic of discussion in workplaces and schools. Educators and employers largely desire to create an environment of peace and productivity for their employees and students. In order for this to happen there must be an atmosphere of respect and decency that abounds. Information about proper conduct relating to sexual harassment is critical in making this sort of workplace harmony a reality.

In this issue we will be covering sexual harassment. An "Introduction and Definition" will be given in this program, followed by segment two, which will cover "Sexual Harassment in the School Environment." Section three will then cover "Responding to Sexual Harassment," followed by section four, "Reporting and Preventing Sexual Harassment."

Let's begin with a definition of terms. The legal definition of sexual harassments is threefold:

First: it is sexual in nature,

Second: it is unwelcome, and

Third: it negatively affects working conditions or creates an intimidating, offensive, or hostile working environment.

As its name implies, sexual harassment is sexual in nature.

This may include many different kinds of conduct, including: verbal or written, nonverbal, visual, or physical.

-Verbal or written harassment often includes comments about clothing, personal behavior, or a person's body; telling sexual or sex-based jokes; requesting sexual favors, or repeatedly asking a person out; sexual innuendos; telling rumors about a person's personal sexual life; graffiti of a sexual nature; or threatening a person.

-Nonverbal harassment includes looking up and down a person's body; derogatory gestures or facial expressions of a sexual nature; touching oneself sexually in front of others, or following a person.

-Physical harassment includes criminal offenses such as assault, rape, or sexually motivated stalking. It also includes impeding or blocking movement; inappropriate touching of a person or a person's clothing; kissing, hugging, patting, bumping into the person or stroking.

-Visual harassment includes posters, drawings, pictures, screensavers, emails or other websites, exposing undergarments inappropriately and other written materials of a sexual nature.

The second portion of the definition states that sexual harassment is unwelcome.

Conduct is considered unwelcome if it is not requested or invited, and if it is considered by a reasonable person to be undesirable or offensive. The age of the persons involved, the nature of the conduct, and other relevant factors affect whether a person is capable of welcoming the sexual conduct. In addition, a person's submission to the conduct or failure to complain does not always mean that the conduct was welcome.

And the last part of the definition states that sexual harassment negatively affects working conditions or creates an intimidating, offensive, or hostile working environment.

When does an environment become sexually hostile? Unwelcome conduct, based on gender must meet two additional requirements to be considered:

-First, it must be subjectively abusive to the person's affected, and

-Second, it must be objectively severe or pervasive enough to create a work environment that a reasonable person would find abusive.

To determine whether behavior is severe or pervasive enough to create a hostile environment, a court or jury considers these factors:

- The frequency of the unwelcome discriminatory conduct
- The severity of the conduct
- Whether the conduct was physically threatening or humiliating, or a mere offensive utterance;
- Whether the conduct unreasonably interfered with work performance;
- The effect on the employee's psychological well-being; and
- Whether the harasser was a superior in the organization

The lines between lawful and unlawful conduct can be very blurred. Given this uncertainty, incidents of unwelcome gender-based conduct should be addressed long before they approach the level, severity, or pervasiveness that would constitute a hostile environment.

Sexual harassment is illegal, and laws against it are designed to protect individuals from others who would try to take away their right to thrive in the workplace. Title seven of the 1964 Civil Rights Act, as amended, prohibits sexual harassment in the workplace, and even makes employers responsible for preventing and stopping sexual harassment that occurs on the job from other employees and outside individuals.

Retaliation against someone who complains about sexual harassment, or someone who takes place in an investigation against sexual harassment is also illegal.

As we see here, sexual harassment is a topic with intense personal, professional, and legal ramifications, and becoming aware of proper workplace conduct is crucial to thriving in this environment. In segment two we'll look at how sexual harassment can affect school culture, and negatively impact student success.

This concludes this program.



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## Module 1

### Summary

#### ***The U.S. Department of Education - Sexual Harassment It's Not Academic***

***(<https://esc11.instructure.com/courses/6195/pages/its-not-academic>) is referenced in this course.***

#### **Sexual harassment is defined as conduct that is:**

1. Sexual in nature
2. Unwelcome
3. Negatively affects working conditions or creates an intimidating, offensive, or hostile working environment

#### **Sexual in nature is defined as:**

1. Verbal or written harassment
2. Nonverbal harassment
3. Physical harassment
4. Visual harassment

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#### **1. Verbal or written harassment is defined as:**

- Comments about clothing
- Personal behavior
- Person's body
- Telling sexual/sex-based jokes
- Requesting sexual favors
- Repeatedly asking a person out
- Sexual innuendos
- Telling rumors about a person's sexual life
- Graffiti of a sexual nature
- Threatening a person

#### **2. Nonverbal harassment is defined as:**

- Looking up and down a person's body
- Derogatory gestures or facial expressions of a sexual nature
- Touching oneself sexually in front of others
- Following a person

#### **3. Physical harassment is defined as:**

- Criminal offenses, such as assault, rape, or sexually motivated stalking.
  - In addition, physical harassment also includes:
    - Impeding or blocking movement
    - Inappropriate touching of a person or a person's clothing
    - Kissing
    - Hugging
    - Patting
    - Bumping into a person
    - Stroking
4. Visual harassment is defined as:
- Posters, drawings, or pictures
  - Screensavers, emails or other websites
  - Exposing undergarments inappropriately
  - Written material of a sexual nature

## Unwelcome

- Conduct that is not requested or invited
- It is considered by a reasonable person to be undesirable or offensive

The age of the persons involved, the nature of the conduct and other factors determine if a person is capable of welcoming the sexual conduct. In addition, a person's submission to the conduct or failure to complain does not always mean that the conduct was welcome.

## Negatively affects working conditions or creates an intimidating, offensive, or hostile working environment

When does an environment become sexually hostile?

- It must be subjectively abusive to the persons affected
- It must be objectively severe or pervasive enough to create a work environment that a reasonable person would find abusive

Factors a jury considers for hostility:

- The frequency of the unwelcome conduct
- The severity of the conduct
- Whether the conduct was physically threatening or humiliating, or a mere offensive utterance
- Whether the conduct unreasonably interfered with work performance

- The effect on the employee's psychological well-being
- Whether the harasser was a superior in the organization

*Sexual harassment is illegal.*

### **Title VII of the 1964 Civil Rights Act**

- Prohibits sexual harassment in the workplace
- Makes employers responsible for preventing and stopping sexual harassment on the job
- Retaliation against someone who complains is illegal

# Module 1 Practice Quiz

**Due** No due date      **Points** 4      **Questions** 4      **Time Limit** None  
**Allowed Attempts** Unlimited

## Instructions

Complete the following self-assessment to check your understanding of the information covered in Module 1. This practice quiz will assist you in preparing for the End of Course assessment.

Take the Quiz Again

## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	4 out of 4

Submitted Aug 26 at 9:46am

### Question 1

1 / 1 pts

Sexual harassment is defined by conduct that:

Is sexual in nature

Is unwelcome

Negatively affects working conditions or creates a hostile working environment

Correct!

All answers shown

**Question 2**

1 / 1 pts

To qualify as sexual harassment, the parties must be of the opposite sex.

 True False**Correct!****Question 3**

1 / 1 pts

Sexual harassment can be expressed by:

 Verbal or written harassment Nonverbal harassment Visual harassment Physical harassment All answers shown**Correct!****Question 4**

1 / 1 pts

Comments about a person's looks or his/her clothing cannot be considered sexual harassment.

 True False**Correct!**

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## Module 2

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### Educational Environment

View the video below. You will learn how the educational environment is affected by sexual harassment.

[Sexual\\_Harassment\\_seg\\_2\(1\).mp4](#)

(<https://esc11.instructure.com/courses/6195/files/2259961/download?wrap=1>)

**Video Transcript:** [Sexual Harassment- Educational Environment](#)

(<https://esc11.instructure.com/courses/6195/files/2259967/download?wrap=1>) 

(<https://esc11.instructure.com/courses/6195/files/2259967/download?wrap=1>)



PROGRAM:

The Compliance Series  
Sexual Harassment

SEGMENT 2:

Educational Environment

TRANSCRIPT

tr\_Sexual\_Harassment\_seg\_2

With controversies involving well-known government officials and major business leaders, sexual harassment has been a widely publicized topic in recent years. Less publicized, but all too common, is the topic of sexual harassment in the educational environment. Because sexual harassment in the education environment is more common than most people realize, it is necessary to bring its facts to light, and to inform parents, students, educators, and other staff regarding ways to reduce its occurrence and avoid its damaging aftermath. In 2008 The Department of Education came out with a pamphlet titled, "Sexual Harassment: It's Not Academic," wherein it states,

"Preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn." It continues, "Unfortunately, students, parents, and school staff may not know what sexual harassment is, how to stop it, and what can be done to prevent it from happening."

In this second issue, "Sexual Harassment in the School Environment" the facts about sexual harassment in schools will be discussed. How and why sexual harassment most commonly occurs in schools will also be covered. Responding to and reporting sexual harassment will then be discussed in segments three and four.

Let's begin from a legal standpoint with the education-related definition of sexual harassment. Like the definition stated in segment one, referring to sexual harassment in the general workplace, sexual harassment in the educational environment is conduct that is:

- first, sexual in nature, and
- second, unwelcome.
- third, and this is where the definition gets education-specific, sexual harassment is conduct that denies or limits a student's ability to



participate in or benefit from a school's education program.

Title Nine of the Education Amendments of 1972 states that sexual harassment of students is illegal. Title Nine prohibits discrimination on the basis of sex, including sexual harassment, in connection to any of the academic, educational, extracurricular, athletic, or other activities or programs of schools. Title Nine protects both male and female students from sexual harassment by any school employee, fellow student, or other school non-employee third party. In order to receive federal funds, educational all private and public institutions must comply with Title Nine.

There are two general types of sexual harassment in the educational environment which can "deny or limit a student's ability to participate in or benefit from a school program:

- The first is quid pro quo, and
- The second is hostile environment.

Quid pro quo is Latin and literally means "Something given for something else" This type of harassment occurs when a teacher or other school employee conditions an educational decision or benefit on the student's submission to unwelcome sexual conduct. For example, a teacher might offer a threat or a promise of benefit in exchange for a sexual favor.

Sexual harassment also occurs when a teacher, school employee, other student, or third party creates a hostile environment that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program. For example, unwanted sexual touching, comments, and/or gestures could be so bad or occur so often that they interfere with a student's schoolwork, make them feel uncomfortable or unsafe at school, or prevent them from participating in or benefiting from a school activity or program.

As noted here, hostile environment sexual harassment is sometimes brought on by fellow students. Student to student sexual harassment is actually the most common form of sexual harassment in the school environment.

And just how common is sexual harassment in the educational environment? Starting in elementary school, studies show that four out of five children experience some form of sexual harassment or bullying at some point in their education. Sexual harassment is also common in higher education, where reports show that thirty percent of undergraduate students and forty percent of graduate students had been sexually harassed in some manner.

Statistics regarding gender and sexual harassment show that boys are much more likely to physically harass and bully others, or to be physically bullied themselves. Girls on the other hand are much more likely to use, and experience, verbal and psychological forms of harassment and bullying.

Sexual harassment is very damaging in all aspects of education. The next segment of this issue will discuss how to respond to sexual harassment, and segment four will outline how to prevent this problem in the school environment.

If students and educators are to thrive in the educational environment, it is requisite that every effort be made to show respect and dignity toward one another. Informing all who enter the educational realm of the dangers of sexual harassment is a must.

This concludes this program.

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## Module 2

### Summary

#### **The U.S. Department of Education - Sexual Harassment It's Not Academic**

**(<https://esc11.instructure.com/courses/6195/pages/its-not-academic>) is referenced in this course.**

- Preventing and remedying sexual harassment in schools is essential
- Sexual harassment in schools is seldom publicized and occurs more often than people think
- Education-related sexual harassment is defined as conduct that is:
  1. Sexual in nature
  2. Unwelcome
  3. Denies or limits a student's ability to participate in or benefit from a school's education program
- **Title IX of 1972 states that sexual harassment is illegal**
- Title IX also prohibits discrimination based on the basis of sex:
  - Academic
  - Educational
  - Extracurricular
  - Athletic
  - Other activities or programs
- Title IX also protects both male and female students from sexual harassment by:
  - Any school employee
  - Fellow student
  - Other school non-employee third party
- Two types of sexual harassment in the educational environment are: quid pro quo and hostile environment

#### **Statistics**

- Student to student sexual harassment is the most common form in the school environment
- Starting in elementary school, 4 out of 5 students report some form of sexual harassment or bullying while they are in school.
- 30% of undergraduate and 40% of graduate students report having been harassed in some manner.
- Boys are much more likely to physically harass and bully others, or to be physically bullied themselves.

- Girls are much more likely to use and experience verbal and psychological forms of harassment and bullying.

# Module 2 Practice Quiz

**Due** No due date      **Points** 3      **Questions** 3      **Time Limit** None  
**Allowed Attempts** Unlimited

## Instructions

Complete the following self-assessment to check your understanding of the information covered in Module 2. This practice quiz will assist you in preparing for the End of Course assessment.

Take the Quiz Again

## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	3 out of 3

Submitted Aug 26 at 9:49am

### Question 1

1 / 1 pts

Quid pro quo means something given for something else.

Correct!

True

False

### Question 2

1 / 1 pts

The two types of sexual harassment are:

**Correct!**

- Quid pro quo and hostile environment
- Quid pro quo and sexual discrimination
- Sexual discrimination and bullying
- Hostile environment and sexual discrimination

**Question 3**

1 / 1 pts

In the classroom, which sex is more likely to use, and experience, verbal and psychological forms of harassment and bullying?

Males

**Correct!**

- Females

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## Module 3

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### Responding to Sexual Harassment

View the video below. You will learn some ways in which you can respond to sexual harassment and factors to consider.

[Sexual\\_Harassment\\_seg\\_3.mp4](#)

(<https://esc11.instructure.com/courses/6195/files/2259964/download?wrap=1>)

Video Transcript: [Sexual Harassment- Responding](#)

(<https://esc11.instructure.com/courses/6195/files/2259965/download?wrap=1>) 

(<https://esc11.instructure.com/courses/6195/files/2259965/download?wrap=1>)

SCHOOL  
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NETWORK



PROGRAM:

The Compliance Series  
Sexual Harassment

SEGMENT 3:

Responding to Sexual Harassment

TRANSCRIPT

tr\_Sexual\_Harassment\_seg\_3



Creating a climate of respect, where every person's dignity is honored, is ideal in the educational environment. In order to reach this goal, students, educators, and the community must be informed about sexual harassment, and they must know their right and duty to respond and report it. In this third issue, "Responding to Sexual Harassment," we will discuss what must be done when sexual harassment has occurred.

Some students and employees who are being sexually harassed are too embarrassed or intimidated to voice a complaint. They often do not understand the serious nature of the offense against them, and think that little can be done to end the abuse. Schools have the opportunity to educate and the responsibility to mediate in such situations.

So what are the school's responsibilities in responding to sexual harassment? In the pamphlet published by the U.S. Department of Education, "Sexual Harassment, It's Not Academic," it states,

"If a student, parent, or a responsible employee reports or observes harassment, the school should inform the harassed student of the options for formal and informal action, and of the school's responsibilities. Regardless of whether the victim files a formal complaint or requests action, the school must conduct a prompt, impartial, and thorough investigation to determine what happened and must take appropriate steps to resolve the situation."

If the harassment is reported by another source, such as a witness to the incident, an anonymous letter or phone call, or the media, the school should respond in the same manner just listed if it is reasonable for the school to conduct an investigation and the school can confirm the allegations.

Relevant considerations to this decision to investigate may include:

- source and nature of the information;
- seriousness of the alleged incident;
- specificity of the information;
- objectivity and credibility of the source that made the report;
- ability to identify the alleged victims; and
- cooperation from the alleged victims in pursuing the matter.

Often times in sexual harassment cases, the person being harassed may request confidentiality or ask that their complaint not be pursued. In this situation the school should take all reasonable steps to investigate and respond to the complaint in the most confidential manner possible, though the school's ability to respond may be limited if the student who alleged the harassment asks that their name not be disclosed to the alleged harasser.

*Reasons* for such a request widely vary, but considering its responsibility to provide a safe and nondiscriminatory learning environment, the school must weigh the confidentiality request against the following factors:

- The seriousness of the alleged harassment;
- The age of the harassed student; and
- Other complaints that the same individual has harassed others.

Additionally, state or local laws may require schools to report incidents to the police or local agencies.

And what is the school's responsibility if an incident of sexual harassment is *not* reported to the school?

In the same pamphlet, "Sexual Harassment, It's Not Academic," it clarifies that a school's responsibility differs depending on who the harasser was. It states, "If the harasser is a teacher or another school employee and if the

harassment occurs while the school employee is acting in the context of his or her responsibilities to provide aid, benefits, and services to students, the school is directly responsible for and must remedy the harassment, regardless of whether the school knew or should have known that the incident occurred.”

*However, the school’s responsibility changes, “if the harasser is another student, a third party, or a school employee who is not acting within the context of his or her responsibility to provide aid, benefits, or services to students.” In this case the school is, “responsible for investigating the conduct and taking appropriate steps to resolve the situation only when it knows or should have known that the harassment occurred.”*

During the investigation of a complaint, certain changes to the school environment may be necessary. Alleged harassment by another student, for example, may require separation of the students until the investigation is complete. If a teacher is the alleged harasser, it may be appropriate for the student to be transferred to another class.

It is also good practice for schools to keep the student who alleged the harassment up to date regarding the status of the investigation.

According to the U.S. Department of Education, “Once the investigation is complete the following must take place:

- The school must notify the victim (and his or her parents, depending on the age of the victim) of the outcome of its investigation and of any punishments imposed that directly relate to the victim, such as an order for the harasser to stay away from the victim.”

- Next, “if the school determines that a student was sexually harassed, the school must take reasonable, prompt, age-appropriate, and effective action to end the harassment and

prevent it from happening again to the victim or to others.”

Responding promptly and effectively to sexual harassment is vital on the part of schools. If the school fails to do so, it is then responsible to, “remedy the effects of the harassment on the victim that could have been avoided” otherwise. Types of action required to remedy the effects of sexual harassment on the victim might include the following:

- arranging for an independent assessment of the student’s work;
- arranging for the student to take the course again with a different instructor;
- providing tutoring;
- making tuition adjustments; or
- offering reimbursements for professional counseling.

As seen here, prompt and effective response to sexual harassment is a crucial part of handling this difficult situation. Doing so can give students the assurance that their educational environment is meant to be a safe place for them, and that their administrators want to help them succeed. In the fourth and final segment of this compliance issue, “Sexual Harassment in Schools,” reporting and preventing sexual harassment will be covered.

This concludes this program.

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## Module 3

### Summary

#### **The U.S. Department of Education - Sexual Harassment It's Not Academic**

**(<https://esc11.instructure.com/courses/6195/pages/its-not-academic>) is referenced in this course.**

Prompt and effective response is essential in dealing with this difficult situation. Students often think little can be done to end the abuse.

- A school's responsibilities in responding to sexual harassment include:
  - Inform the student of the options for formal and informal action and of the school's responsibilities
  - Conduct a prompt, impartial, and thorough investigation to determine what happened
  - Take appropriate steps to resolve the situation

Schools should take steps toward the investigation, even if the allegation is reported by an unknown or unconfirmed source.

- Relevant considerations to investigate sexual harassment are:
  - Source and nature of the information
  - Seriousness of the alleged incident
  - Specificity of the information
  - Objectivity and credibility of the source that made the report
  - Ability to identify the alleged victims
  - Cooperation from the alleged victims in pursuing the matter
- Factors to weigh regarding confidentiality requests include:
  - The seriousness of the alleged harassment
  - The age of the harassed student
  - Other complaints that the same individual has harassed others

#### **Know your state and local laws!**

A school's responsibility varies, depending on who the harasser is and who is being harassed.

- If the harasser is a teacher or another school employee acting in the context of his or her responsibilities to provide aid, benefits, and services to students, **the school is directly**

**responsible for and must remedy the harassment, regardless of whether the school knew or should have known that the incident occurred.**

- If the harasser is another student, a third party, or a school employee not acting within the context of his or her responsibility to provide aid, benefits, or services to students, the school is responsible for investigating the conduct and taking appropriate steps to resolve the situation only if it knows or should have known that the harassment occurred.

During the investigation:

- It may be necessary to change the school environment. It is also good practice to keep the student who alleged the allegation up-to-date on the investigation.

After the investigation is complete:

- The school must notify the victim of the outcome of its investigation and of any punishments imposed that directly relate to the victim.
- If the school determines that a student was sexually harassed, the school must take reasonable, prompt, age-appropriate, and effective action to end the harassment and prevent it from happening again to the victim or others.

If required action is not taken by the school to remedy the effects of sexual harassment on the victim, the school could be responsible for:

- Arranging for an independent assessment of the student's work
- Arranging for the student to take the course again with a different instructor
- Providing tutoring
- Making tuition adjustments
- Offering reimbursements for professional counseling

# Module 3 Practice Quiz

**Due** No due date      **Points** 3      **Questions** 3      **Time Limit** None  
**Allowed Attempts** Unlimited

## Instructions

Complete the following self-assessment to check your understanding of the information covered in Module 3. This practice quiz will assist you in preparing for the End of Course assessment.

Take the Quiz Again

## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	3 out of 3

Submitted Aug 26 at 10:09am

<b>Question 1</b>	1 / 1 pts
Once the investigation is complete, the school has the choice of letting the victim know the outcome and any punishments imposed that directly relate to them.	
<input type="radio"/> True	
<input checked="" type="radio"/> False	

Correct!

<b>Question 2</b>	1 / 1 pts

Alleged sexual harassment between students should be reported to a school administrator.

Correct!

- True
- False

### Question 3

1 / 1 pts

Schools must take precautionary steps to prevent the alleged harasser or anyone else at the school from retaliating against the victim. This includes:

- Making sure the victim knows how to report future incidents of harassment.
- Making follow-up inquiries with the victim.
- Appropriately counseling the harasser that retaliation is illegal.

Correct!

- All answers shown



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## Module 4

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### Reporting & Preventing

View the video below. You will learn more about reporting and preventing sexual harassment.

**Sexual\_Harassment\_seg\_4.mp4**

(<https://esc11.instructure.com/courses/6195/files/2259959/download?wrap=1>)

**Video Transcript: Sexual Harassment- Reporting & Preventing**

(<https://esc11.instructure.com/courses/6195/files/2259968/download?wrap=1>) 

(<https://esc11.instructure.com/courses/6195/files/2259968/download?wrap=1>)

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PROGRAM:

The Compliance Series  
Sexual Harassment

SEGMENT 4:

Reporting & Preventing Sexual Harassment

TRANSCRIPT

tr\_Sexual\_Harassment\_seg\_4

In past segments of the compliance issue, “Sexual Harassment in the School Environment” we have discussed what sexual harassment is, and proper proactive responses for dealing with it. In this fourth and final segment, we will discuss the guidelines for reporting sexual harassment in further detail. Though sexual harassment is often intimidating to report, doing nothing is always the wrong response.

Knowing the procedures for responding to and reporting harassment is critical to helping alleged victims, but as it says in the US Department of Education’s pamphlet, “Sexual Harassment, It’s Not Academic,” “The best way for schools to deal with sexual harassment is to prevent it from happening in the first place.” This segment will conclude with ideas and practices for prevention of sexual harassment in the school environment.

One of the most powerful steps to stopping sexual harassment is to report it. Anyone who witnesses sexual harassment, whether victim or bystander, should report it. School employees, in particular, should clearly understand the extent of their responsibilities for reporting harassment.

If alleged sexual harassment has occurred, to whom should it be reported?

-First, the harassment should be reported to a responsible school employee, such as a teacher, principal, faculty member, administrator, security officer, affirmative action officer, human resource office, or professional staff member in the office of student affairs. Every school is required to have a Title Nine coordinator, so the harassment could be reported here as well. A student, parent, or other individual may also file a complaint with the US Department of Education’s Office for Civil Rights, also known as OCR. Employees may also

file a complaint with the U.S. Equal Employment Opportunity Commission.

Retaliation is often a huge concern for reporters of sexual harassment. Because of this, Title Nine, which prohibits discrimination based on sex in education, protects students from retaliation. The school must take precautionary steps to prevent the alleged harasser or anybody else at the school from retaliating against the victim. Some of those steps are:

- Informing students of the protection from retaliation that Title nine offers.
- Making sure the alleged victim knows how to report any future incidents of harassment, or other related problems.
- Making follow-up inquiries with the victim to see if there have been any other incidents or problems. And finally,
- It may be appropriate to counsel *the alleged harasser* to ensure that he or she knows that retaliation is illegal.

If retaliation does occur, the school must take strong, effective, and efficient action.

In order to resolve complaints of reported sexual harassment, schools must have the following procedures in place:

- A widely distributed and easily understood policy should be issued against sex discrimination;
- Grievance procedures should be adopted and publicized; and
- A Title nine Coordinator should be assigned.

A school's Title nine Coordinator has many responsibilities, including:

- Being adequately trained and informed in regards to sexual harassment, and
- Being able to clearly explain the use of the school's grievance procedures.

In addition, the name, office address, and telephone number of the Title nine coordinator

should be given to all students and employees of the school. This Notice can be done through student handbooks, websites or new student materials.

Along with a widely distributed and easily understood sex discrimination policy, and the appointment of a Title nine Coordinator, the school must have grievance procedures that are easily accessible to someone needing to report harassment. Grievance procedures basically inform someone of the steps they should take if they have a problem at school.

In the pamphlet, "Sexual Harassment, It's Not Academic," it says, "grievance procedures must provide for prompt and equitable resolution of complaints of sex discrimination." It continues, "At a minimum, students must know that the grievance procedure exists, know how it works, and know how to file a complaint."

The school's responsibilities to investigate and take strong, appropriate action is not alleviated if a student or parent chooses not to use the school's grievance procedures.

Now that we have detailed many facts and procedures regarding sexual harassment in the educational environment, we will finish with ideas regarding its prevention. As quoted earlier, "The best way for a school to deal with sexual harassment is to prevent it from occurring in the first place." Some ideas for prevention which should be seriously considered and implemented include:

- Conducting periodic sexual harassment awareness training for all school staff; and
- Conducting periodic age-appropriate training for all students.

Ideas for sexual harassment prevention training might include the following:

- Information regarding the type of conduct that will be considered sexual harassment;

- The range of possible consequences for sexual harassment;
- The damage that results from harassment;
- Ways to oppose harassment; and
- Where students can find help if they have been harassed, or have witnessed harassment.

For further information about a sexual harassment in the school environment contact the Office of Civil Rights by telephone at 1-800-421-3481 or on their website at- [www dot ed dot gov forward slash o c r](http://www.ed.gov/ocr).

This concludes this program of the compliance issue, "Sexual Harassment."

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## Module 4

### Summary

#### **The U.S. Department of Education - Sexual Harassment It's Not Academic**

**(<https://esc11.instructure.com/courses/6195/pages/its-not-academic>) is referenced in this course.**

#### **RESPONDING TO SEXUAL HARASSMENT**

Doing nothing is the wrong response.

Prevention is the best way for schools to deal with sexual harassment.

Reporting sexual harassment is a good form of prevention.

Sexual harassment should be reported to:

- A responsible school employee
- Title IX coordinator
- US Department of Education's Office for Civil Rights (OCR)
- US Equal Employment Opportunity Commission

Retaliation is a HUGE concern for reporters of sexual harassment.

Schools must have policies and procedures in place to prevent retaliation, such as:

- Informing students of the protection from retaliation that Title IX offers
- Making sure the alleged victim knows how to report any future incidents of harassment, or other related problems
- Making follow-up inquiries with the victim to see if there have been any other incidents or problems
- Counseling the alleged harasser to ensure that he or she knows that retaliation is illegal

Schools must have a policy against sex discrimination and grievance procedures must be adopted, publicized, and easily accessible to students. A Title IX Coordinator should be assigned.

#### **PREVENTING SEXUAL HARASSMENT**

- Conduct periodic sexual harassment awareness training for all students and school staff
- Provide information regarding the type of conduct that will be considered sexual harassment
- Ensure the range of possible consequences for sexual harassment are known
- The damage that results from harassment must be understood

- Provide ways to oppose harassment
- Ensure that students know where they can find help if they have been harassed, or have witnessed harassment

**Office of Civil Rights 1-800-421-3481**

**WWW.ED.GOV/OCR**



# Module 4 Practice Quiz

**Due** No due date      **Points** 3      **Questions** 3      **Time Limit** None  
**Allowed Attempts** Unlimited

## Instructions

Complete the following self-assessment to check your understanding of the information covered in Module 4. This practice quiz will assist you in preparing for the End of Course assessment.

Take the Quiz Again

## Attempt History

	Attempt	Time	Score
KEPT	<a href="#">Attempt 2</a>	less than 1 minute	3 out of 3
LATEST	<a href="#">Attempt 2</a>	less than 1 minute	3 out of 3
	<a href="#">Attempt 1</a>	less than 1 minute	2 out of 3

Submitted Aug 26 at 10:14am

### Question 1

1 / 1 pts

For alleged sexual harassment between employees, the Executive Director of Human Resources should be contacted.

Correct!

True

False

### Question 2

1 / 1 pts

Alleged sexual harassment between students should be reported to a school administrator.

Correct!

True

False

### Question 3

1 / 1 pts

Schools must take precautionary steps to prevent the alleged harasser or anyone else at the school from retaliating against the victim. This includes:

Making sure the victim knows how to report future incidents of harassment.

Making follow-up inquiries with the victim.

Appropriately counseling the harasser that retaliation is illegal.

Correct!

All answers shown

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## End of Course

### Course Conclusion

In this course, you should have learned the following:

1. Sexual harassment terms
2. The definition of sexual harassment
3. Laws regarding sexual harassment
4. How to prevent and remedy sexual harassment in schools
5. How to effectively respond to difficult situations

Congratulations! You completed all modules in this course. The next page will direct you to the End of Course assessment. You may read earlier pages and retake any of the practice quizzes, if you would like to review. Remember that you need to score at least 80% on the End of Course assessment in order to receive credit for the course. Good luck!

# End of Course assessment

**Due** No due date      **Points** 100      **Questions** 5      **Time Limit** None  
**Allowed Attempts** Unlimited

## Instructions

This is the End of Course assessment. Remember, you must answer 80% of the questions correctly to receive credit for the course. Each question appears independently, and there is no time limit.

Take the Quiz Again

## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	100 out of 100

Score for this attempt: **100** out of 100

Submitted Aug 26 at 10:15am

This attempt took less than 1 minute.

### Question 1

20 / 20 pts

The two types of sexual harassment are:

Correct!

- Quid pro quo and hostile environment
- Sexual discrimination and bullying
- Hostile environment and sexual discrimination
- Quid pro quo and sexual discrimination

**Question 2**

20 / 20 pts

Alleged sexual harassment between students should be reported to a school administrator.

Correct!

 True False**Question 3**

20 / 20 pts

The BEST way for schools to deal with sexual harassment is:

 Report it Ignore it Offer training

Correct!

 Prevent it**Question 4**

20 / 20 pts

Quid pro quo means something given for something else.

Correct!

 True False

**Question 5**

20 / 20 pts

Comments about a person's looks or his/her clothing cannot be considered sexual harassment.

 True False**Correct!**Quiz Score: **100** out of 100

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## End of Course

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### Review of Required Activities

**Required Activities:**

1. View all content pages
2. Module 1 Practice Quiz
3. Module 2 Practice Quiz
4. Module 3 Practice Quiz
5. Module 4 Practice Quiz
6. End of Course assessment with a minimum score of 80%

After you have completed the course and fulfilled all requirements, your name will be submitted to Region 11's Registration Office. The transcript should reflect credit(s) received in accordance with the Statutory Compliance Courses which you have successfully completed. Your transcript should appear one (1) week after course completion.

**One week after course completion, you can access your transcript by following these steps:**

1. Navigate to our homepage [esc11.net](http://esc11.net).
2. Select the "Professional Learning" tab in the top menu.
3. Select "Sign In" located in the top right-hand corner.
4. Select "My", then select "Transcripts".