

**SPECIAL EDUCATION SERVICES ANTI-HARASSMENT AND ANTI-DISCRIMINATION  
POLICY AND PROCEDURES- RACISM-FREE SCHOOLS LAW**

counseling, school psychological services, other interventions, and restorative measures, SES shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information it has available or that can be reasonably obtained by SES within the 24-hour period. "Restorative measures" means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future incidents, and (vii) promote the well-being of students, families, schools, and communities, se5(r)-39907 62.664 635.5 Tm0 g0

creation or impersonation creates any of the effects enumerated in the definition of bullying in thin the effeoM

4.



E. Conduct Involving Third Parties

This Policy applies when, while on SES property or conducting SES business, Individuals encounter discrimination, harassment or retaliation from third parties, such as consultants, contractors or other personnel who deal with SES. This Policy also applies when an employee or student harasses or retaliates against a consultant, contractor or any other third person who contracts with SES. Harassment involving a third party is covered by this Policy and should be promptly reported. SES is committed to investigating and taking appropriate remedial action to end discrimination, harassment or retaliation involving third parties.

F. Sexual Conduct and Romantic Relationships

Sexual conduct and romantic relationships between students and employees are strictly prohibited as it may subject SES and the individuals involved to civil and criminal liability. **Employees who have knowledge of a possible violation of this Policy must report it to the SES Human Rights Officer immediately.** Failure to report this information is itself a violation of this Policy and can subject an employee to discipline, up to and including discharge.

G. Retaliation Prohibition

SES forbids reprisal or retaliation against any Individual who opposes any form of discrimination, harassment or bullying, files a complaint, testifies, assists or participates in any manner in an investigation, proceeding, or hearing, conducted by SES. Forms of retaliation



## II. Reporting Procedures

Any Individual who believes he or she has been the victim of bullying, discrimination, harassment or retaliation, as set forth above, by any other Individual should report the alleged acts immediately to their building administrator who is then responsible for immediately reporting to the SES Human Rights Officers. If the individual is not comfortable reporting directly to their building administrator, they can report directly to the SES Human Rights Officers. The SES Human Rights Officers, Cara Sullivan or Richard



employee who observes, overhears, or otherwise witnesses bullying, discrimination, harassment or retaliation, as set forth above, must immediately report the incident to the principal and/or SES Human Rights Officer, who will take prompt and appropriate interim action to stop the conduct and to prevent its recurrence until the matter can be investigated by one of the persons designated in this Policy. A written report of the incident and the action taken by the employee in response to it must be given to the principal or the SES Human Rights Officer.

Upon receipt of a report, the principal must notify an SES Human Rights Officer immediately, without screening or investigating the report. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the SES Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the SES Human Rights Officer. Failure to forward any bullying, discrimination, harassment or retaliation report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with an SES Human Rights Officer by the reporting party or the complainant.

B. The SES Board of Directors has designated the following as the SES Human Rights Officers. At least one of the Human Rights Officers will be female and at least one will be male.

Name:	Cara Sullivan
Title:	Regional Director
Site:	SES Corporate Office
Address:	195 Poplar Place, North Aurora, IL 60542
Telephone Number:	630-907-2400 or 630-990-1720
Email Address:	Cara.Sullivan@menta.com

Name:	Richard Grenda
Title:	Regional Director
Site:	SES Corporate Office
Address:	195 Poplar Place, North Aurora, IL 60542
Telephone Number:	630-907-2400 or 630-990-1720
Email Address:	Richard.Grenda@menta.com

The SES Human Rights Officers are charged with responsibility to identify, prevent, and remedy bullying, discrimination, harassment and retaliation. The SES Human Rights Officers shall:

- receive reports or complaints of bullying, sexual harassment, discrimination, age, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, military status or other protected group status;
- oversee the investigative process;
- be responsible for assessing the training needs of SES employees and students in connection with the dissemination, comprehension, and compliance with this Policy;
- arrange for necessary training required for compliance with this Policy; and
- ensure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including bullying, discrimination, harassment and retaliation, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful conduct, recommend appropriate discipline and remedies when

bullying, discrimination, harassment or retaliation is found, and take other appropriate action to rectify the damaging effects of any prohibited conduct, including interim protection of the victim during the course of the investigation.

If any complaint involves a SES Human Rights Officer, the complaint shall be filed directly with a member of the SES Board of Directors.

C. SES and its Human Rights Officers will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible,







Chicago Office  
555 West Monroe Street, Suite 700  
Chicago, IL 60661  
(312) 814-6200  
(866) 740-3953 (TTY)  
(312) 814-6251 (FAX - Charge Processing)

Springfield Office  
524 S. 2nd Street, Suite 300  
Springfield, IL 62701  
(217) 785-5100  
(866) 740-3953 (TTY)  
(217) 785-5106 (FAX)