



1. placing the Individual in reasonable fear of harm to the Individual's person or property;
2. causing a substantially detrimental effect on the Individual's physical or mental health;
3. substantially interfering with the Individual's academic or other performance; or
4. substantially interfering with the Individual's ability to participate in or benefit from the services, activities, or privileges provided by SES.

Bullying conduct may include but is not limited to:

harassment or sexual harassment  
 threats or intimidation  
 stalking  
 physical or sexual violence  
 theft or destruction of property  
 public humiliation  
 retaliation for asserting or alleging an act of bullying

Cyber-bullying is defined as bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, image, sounds, data, or intelligence of any nature transmitted in whole or in part by a by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this section. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying under Illinois law. See 105 ILCS 5/27-23.7(b).

#### B. Sexual Harassment

For purposes of this Policy, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an Individual's continued employment, affiliation with or educational status; or
2. submission to or rejection of such[ su.51 178.94 T6BT13(assme2yBT/FiBBT/F5 11.04 Tf )-80(t)-



- Racial and Color Harassment may include unwelcome verbal, physical, or visual conduct directed at the characteristics of an In

#### D. Legal Definitions and SES Policy

It is important to bear in mind that stricter standards of behavior than those provided by law may apply under the School's policies in order that we may prevent inappropriate verbal and physical conduct. Conduct need not meet the legal definitions of harassment, discrimination, or bullying to violate the School's expectations for appropriate behavior. The School's efforts to enhance its protection of students in no way expands an individual's rights under the law.

#### 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

knowingly making a false and frivolous complaint is a severe offense that can itself result in disciplinary action. No Individual shall be retaliated against for reporting

A. In each school building, the principal is the primary person responsible for receiving oral or written reports of bullying, harassment, discrimination or retaliation based on an Individual's actual or perceived color, race, age, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, military status, physical appearance, socioeconomic or academic status, pregnancy, homelessness or other protected group status. Any SES employee who receives a report of bullying, discrimination, harassment or retaliation shall inform the principal immediately, unless the bullying, discrimination, harassment or retaliation involves the principal, in which case, reports should be made to an SES Human Rights Officer. Any SES 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 a 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







appear to be violations of this Policy.

#### IV. Consequences

A. Upon receipt of a report that a violation has occurred, SES will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include but are not limited to counseling or social work services, social-emotional skill building, restorative measures, awareness training, parent-teacher conferences, mediation, warning, suspension, transfer, remediation, or termination. If the SES Human Rights Officer concludes that this Policy has been violated by a certified or licensed SES employee, a report of the findings may be filed with the appropriate governmental agency.

B. The result of SES's investigation of each complaint filed under these procedures will be reported to the complainant by SES in accordance with state and federal law regarding data or records privacy.

C. Copies of all complaints of bullying, discrimination, harassment or retaliation, and the investigations conducted pursuant to them, shall be maintained for an appropriate period of time at the corporate offices of SES.

#### V. Dissemination of Policy and Training

A. Notice of this Policy shall be posted throughout each school building in areas accessible to students, employees and third parties. This notice shall include the names, mailing address, telephone number, and email address of the Human Rights Officers. Notice to students shall be in age-appropriate language and should include examples of the unlawful conduct.

B. This Policy shall appear in student and staff handbooks and on the SES website. It shall be provided to parents, guardians, and students on an annual basis and upon student enrollment in an SES school. It shall be made available upon request of parents, students, employees, and other interested third parties.

C. SES will develop a method of discussing this Policy with students and employees. Training on the requirements of non-discrimination and the appropriate responses to issues of bullying, harassment and retaliation will be provided to all SES employees on an annual basis, new employees when hired, and at such other times as the Board of Directors, in consultation with the Human Rights Officers, determines is necessary or appropriate. Age-appropriate programs for students shall be developed and initiated to effectively inform students about the substance of this Policy and procedures in order to help prevent the conduct prohibited by this Policy.

D. This Policy shall be reviewed at least once every two (2) years for compliance with local, state and federal law.

E. The Human Rights Officers will periodically review SES bullying, discrimination, harassment and retaliation records for the purposes of monitoring: (1) the effectiveness of SES programs and interventions in creating a work and learning environment that encourages mutual respect and civility, and (2) the application of this Policy in a non-discriminatory manner. This review will include, but is not limited to, factors such as:

1. The frequency of incidents of bullying, discrimination, harassment and retaliation