

To: LC Superintendents
Principals

Thru: Brian Schultz, Chief Academic Officer

From: Marion Bish, Ex. Dir., Student Services
Stephanie McKinney, Title IX

Date: March 8, 2017

Subject: OCR Compliance Lessons for Students

Action: Develop and Implement Plans for Delivery

In compliance with OCR directives, CMS has developed age-appropriate lessons for all K-12 students on the following mandated topics:

- Sexual and gender-based harassment
- Consequences of sexual and gender-based harassment
- Steps to take if they or another is being harassed based on sex/gender
- Encouragement to report such harassment
- Safe strategies for bystander intervention

All students must receive instruction on the above topics with documentation provided to OCR. A training for staff on the mandate and lesson content is contained within the Canvas platform. All licensed staff are required to access and complete the Canvas module, which should take no more than 10 - 15 minutes. The module will open on March 20, 2017. All students must receive instruction on the above topics between March 21 and April 28, 2017, and annually thereafter.

Logistics for student lessons will be as follows:

ELEMENTARY: Lessons to be delivered by classroom, regular ed. teachers. Principals may choose to designate a specific day/time/week for the lessons at any point between March 21 and April 28, 2017. Timing could be in concert with character ed programs or other school-wide initiatives such as Welcoming Schools etc. School counselors should be notified of when the lessons will be taught so as to be prepared for reaction that may occur and need support both for students and staff.

MIDDLE/HIGH: Lessons to be delivered by designated staff other than health teachers (Rationale for this is that not all students are in health in the fall semester, and we have a

timeline to meet.) Principals will determine which teachers will deliver the lesson(s) and when. It may be that a specific day/week for the lessons will assist in verifying that all students receive instruction. Suggestions for organizing this are below. However, each school is free to determine the best way to ensure that all students receive the information between March 21 and April 28, 2017. **(NOTE: High Schools have ONE lesson to be used for all students.)**

- Deliver lessons via homeroom periods. At the high school, a homeroom period could be set up to do this just for the lesson(s).
- Advisory time could be used for the lesson(s).
- All teachers with a specific block/period (in content areas) could be designated to teach the lesson(s). (Note: ALL students must be reached with the lesson.)
- All teachers in a specific content area may be designated.

Please note that it will be critical to ensure that whatever plan is selected or developed must reach **all** students. A plan must be developed to provide instruction to students who are absent on the dates selected for the lessons. After the April 28th deadline principals will be asked to verify that instruction has been delivered to all students via a written attestation to be provided to OCR.

The link to access the Canvas module for training is below. However, **it will not be live** until the morning of March 20, 2017. Lessons and a facilitator guide will be linked with the Canvas course so that teachers will have all materials in one place.

Course Name: OCR Sexual Harassment Prevention Lessons Training

Link to register in Canvas: <https://cms.instructure.com/enroll/BFJ93K>

Thank you for your assistance and support as we work to meet this critical obligation.