

STEP PROJECT TEAM POLICY WORKSHOPPING WORKSHEET

Step One: Please use the following worksheet to assess your school’s current policies relating to dating violence, sexual violence, and stalking. The following options for status of your school/district policy are available:

- No Policy:** Your school/district does not have a policy that addresses this issue at all. A new policy will need to be created from scratch using models and assistance from this Institute and through follow up technical assistance
- Needs Adaptation:** Your school/district has a policy on the issue that does not work well or needs to be changed. Your school has a policy on a similar issue (e.g., bullying or sexual harassment) that could be adapted to address dating violence, sexual violence, and stalking.
- Comprehensive Policy:** Your school/district has a policy that fully addresses dating violence, sexual violence, and stalking on this particular issue. No edits need to be made.

Step Two: Think through next steps towards creating a comprehensive policy or implementing a policy. Keep this worksheet throughout the Institute and continue adding to the “Next Steps” column.

Policy	Status	Next Steps
Confidentiality A comprehensive policy addresses: <ul style="list-style-type: none"> • Specific needs of survivors • VAWA compliance • Release of information • Recordkeeping requirements 	<input type="checkbox"/> No Policy <input type="checkbox"/> Needs Adaptation <input type="checkbox"/> Comprehensive Policy <input type="checkbox"/> Other:	
Mandated Reporting A comprehensive policy addresses: <ul style="list-style-type: none"> • Contemplates dating violence, sexual assault, and stalking • Explains student and parent/guardian involvement 	<input type="checkbox"/> No Policy <input type="checkbox"/> Needs Adaptation <input type="checkbox"/> Comprehensive Policy <input type="checkbox"/> Other:	
Parent/Guardian Notification A comprehensive policy addresses: <ul style="list-style-type: none"> • When P/G will be notified about student survivor’s situation • What will be disclosed to P/G • Supporting student’s safety in P/G disclosure 	<input type="checkbox"/> No Policy <input type="checkbox"/> Needs Adaptation <input type="checkbox"/> Comprehensive Policy <input type="checkbox"/> Other:	

<p>Working with Organizations</p> <p>A comprehensive policy addresses:</p> <ul style="list-style-type: none"> • How school refers students • Roles of external-organization staff when they work in schools 	<p><input type="checkbox"/> No Policy</p> <p><input type="checkbox"/> Needs Adaptation</p> <p><input type="checkbox"/> Comprehensive Policy</p> <p><input type="checkbox"/> Other:</p>	
<p>Legal System</p> <p>A comprehensive policy addresses:</p> <ul style="list-style-type: none"> • How school responds to subpoenas or police investigations • How schools enforce civil protection orders on campus • When (beyond a mandated report) schools report crimes 	<p><input type="checkbox"/> No Policy</p> <p><input type="checkbox"/> Needs Adaptation</p> <p><input type="checkbox"/> Comprehensive Policy</p> <p><input type="checkbox"/> Other:</p>	
<p>Accommodations</p> <p>A comprehensive policy addresses:</p> <ul style="list-style-type: none"> • Process for requesting/denying • Types of accommodations available • P/G involvement in process 	<p><input type="checkbox"/> No Policy</p> <p><input type="checkbox"/> Needs Adaptation</p> <p><input type="checkbox"/> Comprehensive Policy</p> <p><input type="checkbox"/> Other:</p>	
<p>Grievance Procedure</p> <p>A comprehensive policy addresses:</p> <ul style="list-style-type: none"> • Compliance with Title IX • Process for initiating • Protections for students who initiate • P/G involvement in process 	<p><input type="checkbox"/> No Policy</p> <p><input type="checkbox"/> Needs Adaptation</p> <p><input type="checkbox"/> Comprehensive Policy</p> <p><input type="checkbox"/> Other:</p>	
<p>Disciplinary Procedure</p> <p>A comprehensive policy addresses:</p> <ul style="list-style-type: none"> • Prohibition of dating violence, sexual assault, and stalking • Support for student survivors in the process • Early intervention and response that holds abusive students accountable 	<p><input type="checkbox"/> No Policy</p> <p><input type="checkbox"/> Needs Adaptation</p> <p><input type="checkbox"/> Comprehensive Policy</p> <p><input type="checkbox"/> Other:</p>	

<p>Notice of Policy A comprehensive policy addresses:</p> <ul style="list-style-type: none"> • Education of all staff, students, parents/guardians about policy related to dating violence, sexual assault, and stalking 	<input type="checkbox"/> No Policy <input type="checkbox"/> Needs Adaptation <input type="checkbox"/> Comprehensive Policy <input type="checkbox"/> Other:	
<p>Training A comprehensive policy addresses:</p> <ul style="list-style-type: none"> • Commitment to educating staff and students on dating violence, sexual assault, and stalking • School's focus on prevention education • Schedule of training s 	<input type="checkbox"/> No Policy <input type="checkbox"/> Needs Adaptation <input type="checkbox"/> Comprehensive Policy <input type="checkbox"/> Other:	
<p>Definitions A comprehensive policy defines:</p> <ul style="list-style-type: none"> • Dating violence • Sexual assault • Stalking • And other related terms 	<input type="checkbox"/> No Policy <input type="checkbox"/> Needs Adaptation <input type="checkbox"/> Comprehensive Policy <input type="checkbox"/> Other:	
<p>Staffing working with Survivors A comprehensive policy addresses:</p> <ul style="list-style-type: none"> • School Resource Officer role and responsibilities • Title IX Coordinator role and responsibilities • Roles and responsibilities of other staff at school who work with survivors 	<input type="checkbox"/> No Policy <input type="checkbox"/> Needs Adaptation <input type="checkbox"/> Comprehensive Policy <input type="checkbox"/> Other:	
<p>Other: _____</p>	<input type="checkbox"/> No Policy <input type="checkbox"/> Needs Adaptation <input type="checkbox"/> Comprehensive Policy <input type="checkbox"/> Other:	

STEP PROJECT TEAM RESOURCE MAPPING

Who in your school/district can help with the development and implementation of these policies?

Who beyond your school/district can help?

What resources do you need to complete the process of policy development?

Where can you access those resources? Who can help you access them?