

STUDENT HARASSMENT, INTIMIDATION, AND BULLYING
COMPLAINT INVESTIGATION RULES

Anyone involved in any aspect of any complaint of harassment, intimidation, or bullying shall maintain the highest level of confidentiality in order to protect the parties involved.

Students who believe they or anyone else are victims of harassment, intimidation, or bullying, or parent/guardians who believe their child is a victim of harassment, intimidation, or bullying, should immediately report their concerns to the principal or any other school personnel. Reports received by anyone other than the principal should be immediately relayed to the principal/designee.

All complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving office/designee.

The following procedure will be used:

1. Complaints should be presented verbally or in writing. Verbal complaints will be handled at the building level. Written complaints shall be presented to the principal/designee, unless the alleged offender is the principal/designee, in which case the complaint shall be presented directly to the Director of Pupil Services. The complaint should include a specific statement of the alleged behavior, including details such as time date, location, and circumstance of each alleged incident and should be signed and dated by the complainant.
2. The principal/designee will fully and promptly investigate all verbal and written complaints, notify the person(s) accused of the harassment, intimidation, or bullying, arrange meetings to discuss the complaint with all concerned parties, and submit a report of the results of the investigation to all parties as soon as possible after receiving the complaint. Any disciplinary action that is warranted may be decided by the principal/designee alone or may be made in accordance with the superintendent/designee.
3. If the results of the investigation are not satisfactory to the complainant, he/she may submit a written appeal to the Superintendent/designee. The appeal should include a statement of the complaint, the results of the investigation done by the principal/designee, and the nature of and reasons for the dissatisfaction with the results. Such appeals must be filed ten (10) working days of receiving the principal/designee's investigation results. The Superintendent/designee will arrange a meeting with the complainant and any other necessary parties to discuss the appeal. The Superintendent/designee will give a written response to the appeal within ten (10) working days of receipt.
4. In the case of a harassment complaint, if the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education with ten (10) school/business days of his/her receipt of the Superintendent/designee's response in Step 3. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives following the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) school/business days of this meeting.

5. Individuals may submit complaints/appeals to other agencies as provided by state and federal laws.
6. A substantiated charge of harassment, intimidation, or bullying against a student in the District will subject that student to disciplinary action, including suspension or Board of Education expulsion proceedings, in accordance with the Student Rights and Responsibilities.

Adopted: 06/15/06
Revised: 11/27/07