

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available [here](#). If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints will be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant will receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator will consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator will issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation will be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, will inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student will be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee will be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer will be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as will any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy will be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy will be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy will be subject to measures up to, and including, exclusion from school grounds.

Cross References:	102	Equal Educational Opportunity
	102.R1	Equal Educational Opportunity – Grievance Procedure
	102.E1	Equal Educational Opportunity – Notice of Discrimination
	102.E3	Equal Educational Opportunity – Notice of Section 504 Student & Parent/Guardian Rights
	102.E4	Equal Educational Opportunity – Complaint Form
	401.1	Equal Employment Opportunity
	401.13	Staff Technology Use/Social Networking
	401.13R1	Staff Technology Use Regulations
	402.3	Abuse of Students by School District Employees
	404	Employee Conduct and Appearance
	404.R1	Code of Professional Conduct and Ethics Regulation
	404.R2	Code of Rights and Responsibilities Regulation
	604.11	Appropriate Use of Online Learning Platforms
	605.6	Internet – Appropriate Use
	605.6R1	Internet – Appropriate Use – Regulation
	605.6E1	Internet – Appropriate Use – Internet Access Permission Letter to Parents
	605.6E2	Internet – Appropriate Use – Violation Notice

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