

# **Harassment and Bullying Complaint Procedures**

## **Policy #411.2 - Rule**

Principals, the Dean of Students and the District Administrator have responsibility for conducting investigations concerning claims of harassment or bullying. The investigator(s) shall be a neutral party having no direct involvement in incident(s) upon which the complaint is based. All complaints will be promptly investigated in accordance with applicable established procedures. Complaints that involve harassment related to one or more of the characteristics or factors protected by state and federal nondiscrimination laws shall be processed in accordance with “Student Discrimination /Harassment Complaint Procedures” (441-Rule). All other complaints of harassment or bullying shall be processed in accordance with the following procedures:

### **Step I**

Any claims of harassment and/or bullying shall be presented to the principal, or the Dean of Students. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator. Complaints against the principal shall be filed with the District Administrator. Complaints against the District Administrator shall be filed with the Board President. Information may be initially presented anonymously. All such information shall be reported in writing and shall include the specific nature of the offense and corresponding dates. If the complaint is an adult, she/he must sign the charge affirming its veracity. If the complaint is a minor, she/he may either sign the charge or affirm its veracity before two (2) administrators.

### **Step II**

The administrator/Board official receiving the complaint shall conduct a prompt investigation. Parents/guardians shall be notified of the nature of any complaint involving their student. The administrator/Board official shall arrange necessary meetings with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint shall be reported in writing. The administrator/Board official conducting the investigation shall notify the complainant and parents/guardians, as appropriate, in writing when the investigation is concluded and a determination has been made regarding warranted disciplinary action.

The following shall be forwarded to the District Administrator:

- a copy of the notification letter or the date and details of notification to the complainant, and
- other documentation related to the incident, including disciplinary action taken or recommended.

### **Step III**

If the complainant is not satisfied with the decision at Step II, she/he may submit a written appeal to the District Administrator or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The District Administrator or designee shall arrange meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The District Administrator or designee shall provide a written decision about the complainant’s appeal within ten (10) work days after the appeal is filed.

### **Step IV**

If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) working days after receipt of the Step III decision. The Board shall, within twenty (20) work days, conduct a hearing where the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) work days following completion of the hearing.

### Maintenance of Complaint Records

Records shall be kept for each complaint filed and, at a minimum, include the following:

1. name and address of the complainant and his/her title or status.
2. date the complaint was filed.
3. specific allegation made and any corrective action requested by the complainant.
4. name and address of the respondents.
5. levels of processing followed, and the resolution, date and decision-making authority at each level.
6. summary of facts and evidence presented by each party involved.
7. determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

Documents related to harassment or bullying incidents, other than any discipline imposed or remedial action taken shall be maintained in a file separate from the student's education records or the employee's personnel file.

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