

Policy No: 504.20 R1
Adopted: 05-11-2015
Revised:

BULLYING/HARASSMENT BY STUDENTS INVESTIGATION PROCEDURES

Bullying/Harassment of students by other students will not be tolerated in the school district. Bullying/Harassment is a violation of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students or individuals who feel that they have been harassed by other students should:

- Communicate to the bully/harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the bully/harasser, he/she should ask a teacher, counselor or principal to help.
- If the bullying/harassment does not stop, or the individual does not feel comfortable confronting the bully/harasser, he/she should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - ✓ what, when and where it happened;
 - ✓ who was involved;
 - ✓ exactly what was said or what the bully/harasser did;
 - ✓ witnesses to the bullying/harassment;
 - ✓ what the individual said or did, either at the time or later; ■(how the individual felt; and
 - ✓ how the bully/harasser responded.

Complaint Procedure

An individual who believes he/she has been bullied/harassed shall notify the principal, the designated investigator. The alternate investigator is the superintendent. The investigator may request that the individual complete the Bullying/Harassment Complaint form and turn over evidence of the bullying/harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and **the** alleged bully/harasser. The alleged bully/harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall make written findings and conclusions as to each allegation of bullying/harassment and report the findings and conclusions to the superintendent. The investigator will outline the findings of the investigation to the superintendent.

Resolution of the Complaint

Following receipt of the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline, up to and including, suspension and expulsion.

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Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged bully/harasser. The superintendent shall file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged bully/harasser and the investigator shall receive notice as to the conclusion of the investigation.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, the alternate investigator shall be the investigator.