

**Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/
Teen Dating Violence Complaint Procedures – Student**

Principals, the Title IX coordinator(in cases having to do with gender) and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, menacing and acts of cyberbullying and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be investigated in accordance with the following procedure:

Step 1 Any hazing, harassment, intimidation, bullying, menacing or acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the principal or superintendent. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working 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 will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation bullying, menacing, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office.

COMPLAINT FORM

Hazing Harassment Intimidation Bullying Menacing Cyberbullying Teen Dating Violence

Name of complainant: _____

Position of complainant: _____

If a student, name and address of the parent or guardian responsible for student: _____

Date of complaint: _____

Name of alleged harasser: _____

Position of alleged harasser: _____

A description of the nature and extent of the harassment, including any information which could be helpful in establishing cause of harassment and identity of the alleged harasser:

A description of how the initial report was made (i.e., phone or other method): _____

Name of the agency and individual who took the report: _____

Date and time the initial report was made: _____

Name of persons who received a copy of the initial written report: _____

Evidence (i.e., letters, photos, etc., excluding sexting or sexually explicit photos or videos of individuals under 18 years of age. If sexually explicit images/videos are observed, the person observing the images/videos shall immediately contact local law enforcement and report their observation (attach evidence if possible)): _____

Date and place of incident or incidents: _____

Name and position of witnesses (if any): _____

Name of all persons who received a copy of the written report: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____