

Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedures

Designated CESD administrator(s) and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, or menacing in violation of this policy is encouraged to immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

- Step 1 Any hazing, harassment, intimidation, bullying, or menacing information (complaints, rumors, etc.) shall be presented to the designated CESD administrator or superintendent. Complaints against the supervisor shall be filed with CESD's superintendent. Information may be presented anonymously. Complaints against CESD's 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. A CESD official will determine whether the investigation is the responsibility of CESD or a component school district. If it is determined that the investigation is the responsibility of the component school district, the policy and administrative regulation of the component school district will be followed.
- Step 2 If it is determined that the investigation is the responsibility of CESD, CESD's official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. CESD's 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. CESD official(s) conducting the investigation shall notify the complainant and parents as appropriate 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 CESD's superintendent and the student's resident district superintendent.
- Step 3 If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to CESD's superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. CESD's superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the

appeal. CESD's superintendent or designee shall provide a written decision to the complainant's appeal within 20 working days.

Step 4 If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with CESD's Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. CESD's Board shall, within 30 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. CESD's Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying, or menacing complaints and documentation will be maintained as a confidential file in CESD's Human Resource Services office.