

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

The principal or designee has responsibility for investigations concerning hazing, harassment, intimidation or bullying, menacing, 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 procedures:

Step 1 Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the principal or designee. 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 10 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, menacing or bullying, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office.

**HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/TEEN DATING VIOLENCE  
COMPLAINT FORM**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Who is responsible for the harassment? \_\_\_\_\_

\_\_\_\_\_

Describe the harassment? \_\_\_\_\_

\_\_\_\_\_

(Attach additional pages, if necessary)

Date(s), time(s) and place(s) the harassment occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where there other individuals involved in the harassment? \_\_\_\_\_

If so, name the individual(s) and what their role was: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did anyone witness the harassment? \_\_\_\_\_

\_\_\_\_\_

What was your reaction to the harassment? \_\_\_\_\_

\_\_\_\_\_

Describe any prior incidents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant or Parents/Legal Guardians

Date of receipt by district administrator: \_\_\_\_\_

Date