

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

Principals and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, 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 promptly investigated in accordance with the following procedures:

- Step 1 Any hazing, harassment, intimidation, bullying, menacing, 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 ten (10) school 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 and kept at the school. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a resolution 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 or designee.
- Step 3 If the complaint is not resolved at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten (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 ten (10) working days.
- Step 4 If the complaint is not resolved at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) working days after receipt of the Step 3 decision. The Board shall, within twenty (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 ten (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 or menacing, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office.

**Medford School District 549C
JFCF COMPLAINT FORM**

Name of person (victim) being harassed: _____ Grade: _____

Name of harasser: _____ Grade: _____

Date of incident: _____ Time: ___ AM or ___ PM

Location of incident: _____

Name of witness(es): _____

Description of incident (Use back of sheet if necessary.): _____

Do you have evidence of harassment (e.g., text, Facebook, voicemail, notes) that you can supply? **Yes No**

Have there been previous incidents (**please circle one**) **Yes No** If yes, did you report it? **Yes No**

If yes, too whom? _____ When? _____

Any other information that is important for the school to be aware of regarding this harassment? (Use back of sheet if necessary.) _____

Below, for office use only:

School official name and date: _____

School Responses (check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Mediation between V & H | <input type="checkbox"/> Spoke with harasser | <input type="checkbox"/> Witnesses interviewed |
| <input type="checkbox"/> Police contacted | <input type="checkbox"/> Evidence observed | <input type="checkbox"/> Victim's parent(s) contacted |
| <input type="checkbox"/> Camera's checked | <input type="checkbox"/> Ongoing monitoring | <input type="checkbox"/> Harasser's parent(s) contacted |
| <input type="checkbox"/> Referral written | <input type="checkbox"/> Other _____ | |

Any additional information (Use back of sheet if necessary.) _____

Data entry: Incident recorded in .05/SWIS for: **Harasser** **Victim** Incident recorded in school-wide spreadsheet

Type of harassment: **Sexual** **Racial** **Disability** **General**

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date(s) of incident(s) witnessed: _____

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.

Witness Signature: _____ Date: _____

Investigator Name and Signature: _____ Date: _____