

## **Harassment of Students**

Students who feel that they have been harassed should:

1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help;
2. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - a. Tell a teacher, counselor or principal;
  - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal, including:
    - (1) What, when and where it happened;
    - (2) Who was involved;
    - (3) Exactly what was said or what the harasser did;
    - (4) Witnesses to the harassment;
    - (5) What the student said or did, either at the time or later;
    - (6) How the student felt;
    - (7) How the harasser responded.

### Complaint Procedure

A student who is subject to, or knows of, harassment shall notify the building principal or other staff member. The principal shall serve as investigator. The alternate investigator is the superintendent. The investigator may request that the student complete the Harassment Complaint Form and turn over any evidence of the harassment. Information received during the investigation shall be kept confidential to the extent possible.

The principal 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 harasser. The alleged 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 harassment.

### 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.

### Resolution of the Complaint

The investigator shall file a written report with the superintendent closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

### Appeals

If the complainant is not satisfied with the decision of the [building principal] he/she may submit a written appeal to the superintendent. The superintendent shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complaint within ten (10) school days.

If the complainant is not satisfied with the decision of the superintendent, he/she may submit a written appeal to the Board. This appeal should be filed within five (5) school days of receipt of the superintendent's decision.

The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complaint, in writing, within ten (10) school days.

If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

HARASSMENT COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

\_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_