

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Conduct/Discipline

Section Title: Intimidation, Bullying, Racial, Ethnic and Other Harassment

Sub-Section No. 504.11b

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1. In addition to sexual harassment, other harassment is prohibited.
2. Other harassment is defined as bullying, torment or derogatory, intimidating or demeaning action or conduct in a way that is related to a person's race, color, religion, national origin or physical, mental or sensory disability that causes physical injury, places that person in fear of harm to his/her person or property, creates a hostile offensive environment or substantially interferes with an individual's performance.
3. The overall goal of the school district is to respond as quickly as reasonably possible to student complaints of bullying, intimidation and harassment.
4. General Procedures
  - A Law enforcement officials may be called in by school officials to assist with the investigation of a complaint when appropriate.
  - B The school district will not always require the completion of a written complaint form prior to action, especially in cases of student harassment that could potentially lead to or involve a threat of bodily harm. However a form must be completed by the complainant as soon as reasonably possible after the initial submission of an oral complaint.
  - C A student may register a complaint with a staff member other than the principal, vice principal, counselor or designee. The staff member that receives the complaint should refer it to the appropriate official as soon as reasonably possible.
  - D The student may seek/use the assistance of an advocate in this process.
  - E It is the goal of the school district to investigate and respond to a complaint within a few school days (1-5 school days) of receiving a complaint. However, due to circumstances out of the control of the school district, there may be harassment complaint referrals which cannot be processed and investigated within one (1) to five (5) school days after the receipt of a complaint.
  - F The principal, vice principal or designee shall, as soon as reasonably possible following the receipt of a student harassment complaint, initiate an investigation. If the principal, vice principal or designee investigating the complaint needs investigative assistance, such assistance for student-to-student incidents may be requested through the assistant superintendent or the appropriate law enforcement agency(ies).
  - G Upon completion of the initial investigation the responsible district official shall, as soon as reasonably possible, respond either orally or in writing to the complaining party. In instances where the allegations or portions thereof are determined to be substantiated, the response should indicate that corrective measures will be taken in accordance with school district policy.
  - H In the event the student complainant remains aggrieved as a result of the action or inaction from 4.6 or 4.7 above, an appeal may be filed with the assistant superintendent. The assistant superintendent shall, as soon as reasonably possible, respond either orally or

in writing to the complaining party. In instances where the allegations or portions thereof are determined by the assistant superintendent to be substantiated, the response should indicate corrective measures will be taken.

- I In the event the student complainant remains aggrieved as a result of the action or inaction resulting from 4.7 or 4.8 above, an appeal may be filed with the superintendent. The superintendent shall, as soon as reasonably possible following the receipt of the complainant's appeal, initiate an investigation.
- J Upon completion of the investigation the superintendent shall, as soon as reasonably possible, respond either orally or in writing to the complaining party. In instances where the allegations or portions thereof are determined by the superintendent to be substantiated, the response should indicate that corrective measures will be taken.
- K In the event the student complainant remains aggrieved as a result of the action or inaction of 4.9 or 4.10 above, an appeal may be filed with the Board of Trustees. The Board of Trustees, as soon as reasonably possible following the receipt of the complainant's appeal, initiate an investigation.
- L Upon completion of the investigation the Board of Trustees shall, as soon as reasonably possible, respond either orally or in writing to the complaining party. In instances where the allegations or portions thereof are determined by the superintendent to be substantiated, the response should indicate that corrective measures will be taken.
- M If the assistant superintendent, superintendent or Board of Trustees, or the designee of any of them, needs investigative assistance, such assistance for student-to-student incidents may be requested through the appropriate law enforcement agency(ies).

6. School district action will be consistent with the requirements of school district policies and individual rights including rights of privacy. The school district will take such disciplinary action as it deems necessary and appropriate, including warning, suspension and up to and including expulsion or discharge. (Idaho Code 18-917A)

Adopted: 11/13/95

Amended 9/11/06

Reviewed: 2017

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**RACIAL, ETHNIC AND OTHER HARASSMENT COMPLAINT FORM**

**Complainant**

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

Student? What School: \_\_\_\_\_ Grade: \_\_\_\_\_

Employee     Parent     Other \_\_\_\_\_

**Complaint Received By**

Name \_\_\_\_\_

Position Held \_\_\_\_\_

Building \_\_\_\_\_

Time Received \_\_\_\_\_

Date Received \_\_\_\_\_

Witnesses \_\_\_\_\_

**Incident**

Date of Incident \_\_\_\_\_

Time of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

**Brief Summary of Complaint**

**Remedy Requested**

