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INVESTIGATION PROCESS AND PROCEDURE: REPORTS OF POTENTIAL MISCONDUCT

A. INSTRUCTIONS

1. Anyone (student, school personnel, community member, parent or guardian, etc.) may report prohibited conduct or similar concerns by completing the District's Report form.
2. Once completed, deliver the District's report form to the building Principal or Assistant Principal. You may also file the Report with the District's Executive Director of Human Resources, Safe School Climate Coordinator for the District, Title IX Coordinator for the District, or Civil Rights Coordinator for the District. The names and contact information for these individuals may be found on the District's website.
3. Students may also make anonymous reports by leaving a note, emailing, leaving a voicemail or speaking to any member of staff. Reports received will be forwarded the school principal or the school's Safe School Climate Specialist, Title IX Specialist, or Civil Rights Specialist. No disciplinary action will be taken against the alleged offender based solely on an anonymous report.

B. INVESTIGATION

1. Upon receipt of a report school administration will investigate or authorize an investigation. The building principal is accountable for this process, but may or may not actually conduct the investigation.
2. The investigation will be prompt, thorough and impartial. The investigation may include interviews with the alleged target(s), alleged offender(s), other students, witnesses and staff.
3. Parents/guardians of the students involved may be provided updates as to the status of the investigation. The sharing of detailed factual information may be prohibited by student privacy laws.
4. If warranted, the conduct will be reported to the appropriate authorities. This may include the Police and/or the Department of Children and Families.
5. Consequences may be imposed based on the outcome of the investigation. This includes, but is not limited to, interventions and support, and discipline up to and including expulsion.
6. All notifications and communications will be made in accordance with the District's obligations under law. This includes student privacy laws. Any verbal notification to parents/guardians regarding the outcome of the

investigation will be followed by written confirmation. If bullying is verified, parents/guardians will have the ability to meet with a building administrator to discuss the results of the investigation.

C. APPEAL

1. Any alleged target or alleged offender (including their parent/guardian) that is dissatisfied by the results of the investigation may appeal the investigation's findings to the principal's immediate supervisor. The process and decision making as relates to the appeal shall be performed by the principal's immediate supervisor or designee.
2. In the event the conduct of the principal's immediate supervisor was the subject of the underlying report, the appeal must be directed to the Executive Director of Human Resources for the District (the "EDHR"). When circumstances dictate that the appeal be directed to the EDHR, the process and decision making as relates to the appeal may be performed by the EDHR or designee.
3. The appeal shall be in writing (you may use the form provided) and must be received by the principal's immediate supervisor (or the EDHR when appropriate) within ten (10) calendar days from the date that notice of the result of the investigation was provided to the appealing party.
4. The basis for appeal is limited to claims that the process of the investigation was flawed or relevant evidence not available at the time of the investigation has been newly discovered.
5. The outcome of the appeal will be based on a review of the content of written appeal, the record of the investigation, and other relevant facts and/or circumstances. The individual determining the appeal shall have the option of interviewing relevant individuals, but shall not be required to do so.
6. The decision of the appeal will be in writing and will be binding on all parties. It may modify, reverse, add, eliminate, or otherwise change all or part of the investigation results, including remedies, discipline, and/or corrective actions. The decision shall be final.
7. A copy of the Appeal form may be found on the District' website, and is attached hereto.