

Title: Anti-Bullying/Harassment Investigation Procedure

COMPLAINT PROCEDURE

An individual who believes that s/he has been harassed or bullied will notify District administrator Tim Hamilton, Chief of Student & Family Services and designated investigator. The alternate investigator is Julie Foster, Director of Compliance. The investigator may request that the individual complete the Anti-Bullying/Harassment Complaint Form (513.2) and turn over evidence of the harassment, including, but not limited to, letters, tapes or pictures, emails, signs, and social media posts. The complainant shall be given a copy of the completed complaint form. The principal or the investigator, with the approval of the principal, each has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator or their designee shall promptly begin an investigation and proceed to completion. Both the complainant and alleged perpetrator will be given an opportunity to give a statement. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. District employees, students, parents, and volunteers shall fully and fairly cooperate in the investigation.

Information received during the investigation will be kept confidential to the extent possible. A safety plan may be implemented during the investigation to protect any individual involved in the investigation. No retaliation will be taken against individuals involved in the investigation process. Retaliators will be disciplined up to and including suspension and expulsion.

The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination or harassment. A written investigation report shall be completed, and a summary of the report, including a

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finding that the complaint was founded, unfounded, or inconclusive, will be provided to the complainant, to the parent or guardian, to the alleged perpetrator, and to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant, any witnesses, and the alleged harasser. The principal will file a written report 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 will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

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