

DISCRIMINATION, HARASSMENT OR BULLYING REPORTING AND INVESTIGATION FLOWCHART

A suspected discrimination, harassment or bullying incident is reported in written or orally to the school or to any CHCCS employee.

A suspected discrimination, harassment or bullying incident is reported anonymously.

1. The complainant is directed to the principal's office.

2. The principal or CHCCS staff provides the complainant with the *Discrimination, Harassment or Bullying Reporting Form* to complete. The school provides assistance in completing the form, when necessary.

3. Within five (5) days, the principal (or other investigator) should schedule an interview with the complainant and any victim apart from the complainant, including notice to the parents/guardians.

4. The principal or administrative designee investigates the allegation(s).

5. The principal or administrative designee determines if the reported incident is "discrimination, harassment or bullying" behavior as defined by district policy 1710/4021/7230. District policy 4015 specifies that reports may also be made to the designated Civil Rights Compliance Coordinator for CHCCS. NOTE: EEO policy 4001 should be upheld.

If NO - then,

1. If no behavior infraction has occurred, then no disciplinary action is taken. If a lesser behavior infraction has occurred, then the principal will address the reported behavior according to the Student Code of Conduct.
2. The principal informs the complainant of the results of the investigation.
3. The school places the *Discrimination, Harassment or Bullying Reporting Form* in a file for record.
4. The alleged victim is provided support/counseling, if necessary.
5. Parents are contacted as appropriate.

If YES - then,

1. The principal or designee meets with offender(s) and assigns consequences and appropriate mediation.
2. The principal completes the Office Discipline Referral Form.
3. The incident is entered into PowerSchool.
4. Victim is provided support/counseling.
5. Offender is provided support/counseling, as needed.
6. Parents are contacted, as appropriate.
7. Mediation services are provided when necessary and where possible.
8. The school places *Discrimination, Harassment or Bullying Reporting Form* in a file for record.