

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Conduct/Discipline

Section Title: Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying Procedures

Sub-Section No. 504.11a

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Harassment, intimidation, bullying, or cyber bullying is defined as any intentional gesture, or any intentional written, verbal, or physical act or threat by a student (including through the internet, an electronic device, social media platform, or any other online means during or outside school hours, regardless of whether occurring on or off school property) that a reasonable person under the circumstances should know will have the effect of harming a student; damaging a student's property; placing a student in reasonable fear of harm to his/her person or damage to his/her property; or is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

General Procedures

District action will be consistent with the requirements of district policies and individual rights including rights of privacy, maintaining confidentiality to the extent permitted by law. The district will take such disciplinary action as it deems necessary and appropriate, including warning, suspension, referral to law enforcement when appropriate, and up to and including expulsion or discharge. (Idaho Code 18-917A)

1. **Initial Complaint:** A student or parent/guardian may register a complaint with a staff member other than the principal, vice principal, counselor, or designee. Any staff member who witnesses hazing, harassment, intimidation, bullying, or cyber bullying or receives a complaint should refer it to the appropriate district official as soon as reasonably possible. Anonymous reports may be accepted and investigated to the extent practicable. Knowingly making a false report may result in disciplinary action. The student may seek/use the assistance of an advocate in this process.

Investigations shall begin promptly and be completed as soon as reasonably practicable. Investigative assistance may be requested through appropriate law enforcement agency(ies). The district will document reports, investigations, findings, and corrective actions.

Upon completion of the initial investigation the responsible district official shall, as soon as reasonably possible, respond either verbally 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 district policy. When incidents of hazing, harassment, intimidation, bullying, or cyber bullying have reached the level of school suspension or more serious disciplinary action, the district shall notify the parent(s)/guardian(s) of the alleged victim and offender in a manner that complies with all applicable privacy laws.

2. **Appeal To Assistant Superintendent:** In the event the student complainant remains aggrieved following the investigation, an appeal may be filed with the assistant superintendent. The assistant superintendent shall, as soon as reasonably possible following the receipt of the complainant's appeal, initiate an investigation. Investigative assistance may be requested through the appropriate law enforcement agency(ies).

Following the investigation, the assistant superintendent shall, as soon as reasonably possible, respond either verbally 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.

3. **Appeal To Superintendent:** In the event the student complainant remains aggrieved following the appeal to the assistant superintendent, a second 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. Investigative assistance may be requested through appropriate law enforcement agency(ies). Upon completion of the investigation the superintendent shall, as soon as reasonably possible, respond either verbally 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.
4. **Appeal To Board of Trustees:** In the event the student complainant remains aggrieved following the appeal to the superintendent, a final appeal may be filed with the board. The board shall, as soon as reasonably possible following the receipt of the complainant's appeal to the superintendent, initiate an investigation. Investigative assistance may be requested through appropriate law enforcement agency(ies). Upon completion of the investigation the board shall, as soon as reasonably possible, respond either verbally or in writing to the complaining party. In instances where the allegations or portions thereof are determined by the board to be substantiated, the response should indicate that corrective measures will be taken.

Adopted: 11/13/95

Amended 9/11/06, 10/12/26

Reviewed: 2017, 2021, 2026