

ADMINISTRATIVE GUIDELINE**ANTI-BULLYING/ANTI-HARASSMENT/NON-DISCRIMINATION INVESTIGATION PROCEDURES****I. General Procedures**

Individuals who feel that they have been harassed should:

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, principal or another appropriate school employee to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor, principal or another appropriate school employee; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor, principal or another appropriate school employee including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

II. Complaint Procedure

A complainant who believes that they have been harassed or bullied will notify the building principal or designee, who will be the designated investigator. The lead investigator for the District is the Director of Equity. The complainant or his/her representative must complete the Anti-Harassment/Anti-Bullying/Discrimination Complaint form, turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures, and submit within 300 days of the last instance of an alleged incident. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator has the authority to initiate an investigation in the absence of a written complaint.

III. Investigation Procedure

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of bullying and harassment. A copy of the findings of the investigation will remain at the building level. Any unfounded complaint will be sent to the Director of Equity for review within 7 business days.

Remember the following points:

- Evidence uncovered in the investigation is confidential;
- Complaints must be taken seriously and investigated;
- No retaliation will be taken against individuals involved in the investigation process; and
- Retaliators will be disciplined up to and including suspension and expulsion.

IV. Conflicts with Investigation

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

- If the building administrator is the subject of the complaint, the Equity Director will investigate the complaint
- If the Equity Director is the subject of the complaint, the Superintendent will investigate the complaint.
- If the Superintendent is the subject of the complaint, the Assistant Superintendent will investigate the complaint.

V. Appeals Process

If the complainant is unsatisfied with the outcome of the building administrator's finding, then the complainant may file an appeal with the Equity Director. If the complainant is unsatisfied with the outcome of the Equity Director's finding, then the complainant may file an appeal with the Superintendent. If the complainant is unsatisfied with the Superintendent's finding, then they may file an appeal with the Board.

Revised: October 3, 2016

Anti-Bullying/Anti-Harassment/Non-Discrimination Complaint Form

Date of Complaint:

Complainant Information (If you are Complainants representative, put your information on next page)

Name:

Address:

Telephone Number:

E-mail:

Position/school (if employee):

School (if student, or parent):

Alleged Offender Information

Name of Alleged Offender:

Building/School/other affiliation of Alleged Offender:

Grade/Position of Alleged Offender:

Check the basis of bullying/harassment or discrimination

Age	Marital Status	Family Status
Color	Sex	National Origin
Creed	Gender Identity	Political Belief
National Origin	Sexual Orientation	Ancestry
Race	Physical Attributes	Political Party Preference
Religion	Socioeconomic Status	Gender
Veteran Status	Disability	

Other (Please Specify):

Describe incident or occurrence as accurately as possible:

(Attach additional sheet if necessary)

Signature of Person Filing Complaint

Date

*By signing above, the complainant affirms that the information included is accurate and true.

Complainant's Representative Information

Name of Complainant's Representative:

Address of Complainant's Representative:

Phone (s) of Complainant's Representative:

E-mail of Complainant's Representative:

Date (s) that alleged violation occurred:

Relationship to complainant:

Describe incident or occurrence as accurately as possible:

(Attach additional sheet if necessary)

Signature of Person Filing Complaint

Date

Anti-Bullying/Anti-Harassment/Non-Discrimination

Witness Disclosure Form

Confidential: Please do NOT share this information with Complainant, Reporter, or Offender.

Date of Interview:

Name of Witness:

Building/School of Witness:

Grade/Position of Alleged Offender:

Description of Incident:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Witness

Date

Findings and Appeal

* Information below to be completed by District staff

Step 1

Date received by Building Administrator:

Disposition by Building Administrator:

(check one) **FOUNDED** **NOT FOUNDED** **INCONCLUSIVE**

Disposition date:

Step 2

Date received by the Equity Director:

Disposition of the Equity Director:

(check one) **FOUNDED** **NOT FOUNDED** **INCONCLUSIVE**

Disposition date:

Step 3

Date received by the Superintendent:

Disposition of the Superintendent:

(check one) **FOUNDED** **NOT FOUNDED** **INCONCLUSIVE**

Disposition date:

Step 4 Board of Directors Appeal

Date received by the President of the Board of Directors:

Disposition of the Board of Directors:

(check one)

1. Full Board confirms the Superintendent HAS ADHERED TO THE COMPLAINT AND APPEAL PROCESS.
2. Full Board does NOT confirm the Superintendent HAS ADHERED TO THE COMPLAINT AND APPEAL PROCESS. The Board's recommendation is:

