

SOUTH CENTRAL CALHOUN
Board of Education

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104.R1

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

FILING A COMPLAINT

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available www.scc.k12.ia.us . If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within *180 days* of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Individuals who feel that they have been harassed should:

- 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, or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - -- tell a teacher, counselor, or principal; and
 - -- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal 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.

INVESTIGATION

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The *superintendent or the superintendent's designee* (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- *Interviews with the Complainant and the individual named in the complaint ("Respondent")*
- *A request for the Complainant to provide a written statement regarding the nature of the complaint;*
- *A request for the Respondent to provide a written statement;*
- *Interviews with witnesses identified during the course of the investigation;*
- *A request for witnesses identified during the course of the investigation to provide a written statement; and*
- *Review and collection of documentation or information deemed relevant to the investigation.*

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal.

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- *Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and*
- *Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.*

Points to remember during the investigation

- 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.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

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

DECISION

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

NOTE: School districts must include a number of requirements in the district anti-bullying/anti-harassment policy. This regulation builds on the requirements addressed in IASB sample policy 104 by more specifically detailing sample investigation procedures. Districts should ensure that the district's practice is reflective of the policy and regulations that the district's leadership team has established. Please remember that the procedures outlined here should be consistent with the policy.

NOTE: Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.

I.C. Iowa Code	Description
Iowa Code § 216.9	<u>Unfair/Discriminatory Practices</u>
Iowa Code § 280.28	<u>Harassment and Bullying Prohibited</u>
Iowa Code § 280.3	<u>Education Program - Attendance Center Requirements</u>

Iowa Code § 279.82

[Intra-District Enrollment](#)

I.A.C. Iowa Administrative Code

Description

281 I.A.C. 12.3

[Administration](#)

U.S.C. - United States Code

Description

20 U.S.C. §§ 1221

[Education - FERPA - General Provisions](#)

29 U.S.C. §§ 794

[Labor - Vocation Rehab Rights](#)

42 U.S.C. § 12101

[Public Health - Equal Opportunity - Disabilities](#)

42 U.S.C. § 2000d

[Public Health - Civil Rights - Federally Programs](#)

U.S. Supreme Court

Description

551 U.S. 393

[Morse v Frederick \(2007\)](#)

Case Law

Description

Morse v. Frederick

551 U.S. 393 (2007)

Cross References

Code

Description

102

[Equal Educational Opportunity](#)

102-R(1)

[Equal Educational Opportunity - Grievance Procedure](#)

102-E(1)

[Equal Educational Opportunity - Annual Notice of Nondiscrimination](#)

102-E(2)

[Equal Educational Opportunity - Continuous Notice of Nondiscrimination](#)

102-E(3)

[Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights](#)

102-E(4)

[Equal Educational Opportunity - Discrimination Complaint Form](#)

102-E(5)

[Equal Educational Opportunity - Witness Disclosure Form](#)

102-E(6)

[Equal Educational Opportunity - Disposition of Complaint Form](#)

401.01

[Equal Employment Opportunity](#)

402.03

[Abuse of Students by School District Employees](#)

404

[Employee Conduct and Appearance](#)

404-R(1)

[Employee Conduct and Appearance - Code of Professional Conduct and Ethics Regulation](#)

404-R(2)	<u>Employee Conduct and Appearance - Code of Rights and Responsibilities Regulation</u>
604.11	<u>Appropriate Use of Online Learning Platforms</u>
605.06	<u>Internet - Appropriate Use</u>
605.06-R(1)	<u>Internet - Appropriate Use - Regulation</u>
605.06-E(1)	<u>Internet - Appropriate Use - Internet Access Permission Letter to Parents</u>
605.06-E(2)	<u>Internet - Appropriate Use - Violation Notice</u>
605.08	<u>Artificial Intelligence in the Educational Environment</u>
605.08-R(1)	<u>Artificial Intelligence in the Educational Environment - Regulation</u>
713	<u>Responsible Technology Use & Social Networking</u>
713-R(1)	<u>Responsible Technology Use & Social Networking - Regulation</u>