

Muddy Creek Charter School

Code: JFCF-AR

Revised/Reviewed: 12/12/24

Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, or Teen Dating Violence Reporting Procedures – Student

The executive director or school counselor has responsibility for investigations concerning acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the report presented.

All reports will be investigated in accordance with the following procedures:

- Step 1 Any reports or information on acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to the executive director or school counselor. Reports against the executive director shall be filed with the Board president. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step 2 The school official receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The school official will arrange such meetings as may be necessary with all concerned parties within 10 school days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The school official(s) conducting the investigation shall notify the person making the report within 10 school days, which will not be more than 30 days from receipt of the information or report, and parents as appropriate, in writing when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. If the decision maker in this Step was the executive director, the person making the report may move to Step 4.
- Step 3 If the school official who received the report in Step 2 was not the executive director and the person making the report is not satisfied with the decision in Step 2, they may submit a written appeal to the executive director. Such appeal must be filed within 10 school days after receipt of the Step 2 decision. The executive director will review the report and decision issued in Step 2. The executive director shall notify the person making the report within 10 school days, which will not be more than 30 days from receipt of the appeal, and parents as appropriate, in writing when the review is concluded and a final decision.
- Step 4 If the person making the report is not satisfied with the decision at Step 3, they may submit a written appeal to the Board. Such appeal must be filed within 10 school days after receipt of the Step 2 decision. The Board shall conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within 30 days of receipt of the appeal by the Board.

Reports against the executive director may start at Step 3 and should be referred to the Board president on behalf of the Board. The Board president shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted. A final decision will be made within 30 days of receipt of the report.

Timelines may be extended upon written agreement between both parties. This also applies to reports filed against the executive director or any Board member.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, and incidents of teen dating violence reports and documentation will be maintained as a confidential file in the school office.