

MITCH Charter School

Code: JFCF-AR
Revised/Reviewed: 7/20/23

Harassment, Intimidation, Bullying, or Cyberbullying Reporting Procedures – Student

The executive director has responsibility for investigations concerning acts of harassment, intimidation or bullying, or acts of cyberbullying. 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 harassment, intimidation or bullying, or acts of cyberbullying, (e.g., complaints, rumors) shall be presented to the executive director, vice principal, school counselor or a teacher. Reports against a principal will be reported to the executive director. Reports against the executive director shall be filed with the Board chair. 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 or staff member receiving the report shall promptly report it to the executive director or vice principal (if applicable) for investigation. Parents will be notified of the nature of any report involving their student. The executive director will arrange such meetings as may be necessary with all concerned parties within 15 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 public charter school official(s) conducting the investigation shall notify the person making the report within 10 school days of 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.
- Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the Board. Such appeal must be filed within five 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 following receipt of the appeal.

Reports against the executive director may start at step 3 and should be referred to the Board chair on behalf of the Board. The Board chair 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. The decision of the Board will be issued within 30 days of receipt of the complaint.

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 harassment, intimidation or bullying, acts of cyberbullying, reports and documentation will be maintained as a confidential file in the school office.