

HARASSMENT OF STUDENTS - INVESTIGATION PROCEDURES

The following procedures shall be used for the reporting, investigating and resolving of complaints of student harassment.

Any student who believes he/she has been subjected to harassment should immediately report the incident to the building principal. The building principal or superintendent will investigate the complaint and respond to the complainant as specified below.

- STEP 1. When a complaint is filed, a conference will be held with the complainant within five (5) school days. A written response will be given to the complainant within ten (10) school days following the conference.
- STEP 2. If the complainant is not satisfied with the decision of the building principal, he/she may submit a written appeal to the superintendent within five (5) school days of the receipt of the building principal's written decision. The superintendent shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complaint within ten (10) school days.
- STEP 3. If the complainant is not satisfied with the decision of the superintendent, he/she may submit a written appeal to the Board. This appeal should be filed within five (5) school days of receipt of the superintendent's decision.
- The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complaint, in writing, within ten (10) school days.
- STEP 4. If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U. S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

If the complaint involves the building principal, the complaint will be filed with the superintendent. If the complaint involves the superintendent, the complaint will be filed with the Board. If the complaint is with the Board or a Board member, the complaint will be filed with the Regional Civil Rights Director.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of harassment.

HARASSMENT COMPLAINT FORM

Name of Complainant: \_\_\_\_\_

Position of Complainant: \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of  
incident or incidents: \_\_\_\_\_

Description of misconduct: \_\_\_\_\_

Name of witnesses: \_\_\_\_\_

Evidence of harassment,  
i.e., letters, photos: \_\_\_\_\_

Any other information: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony/  
Interview: \_\_\_\_\_

Description of  
Instance Witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Other  
Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_