

I. General Procedures

Individuals who feel that they have been bullied or harassed should:

1. Communicate to the bully or harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the bully or harasser, that individual should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the bully or 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 bully or harasser did;
 - witnesses to the harassment;
 - what the individual said or did, either at the time or later;
 - how the individual felt; and
 - how the bully or harasser responded.

II. Complaint Procedure

An individual who believes that they have been bullied or harassed shall notify the building principal, the designated investigator. The alternate investigator is the superintendent. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the bullying or harassment, including, but not limited to, letters, electronic recordings, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation shall be kept confidential to the extent possible.

The investigator has the authority to initiate a bullying or harassment investigation in the absence of a written complaint.

III. Investigation Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged bully or harasser. The alleged bully or 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 shall make written findings and

conclusions as to each allegation of bullying or harassment and report the findings and conclusions to the superintendent. The investigator will outline the findings of the investigation to the superintendent.

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 be the investigator.

V. Resolution of the Complaint

Following receipt of the investigator's report, the superintendent may, at the superintendent's discretion, investigate further, and make a determination of the appropriate next step which may include discipline.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent shall file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged bully or harasser and the investigator shall receive notice as to the conclusion of the investigation. The superintendent will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

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