

The Monticello Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

## **I. General Procedures**

Individuals who feel that they have been bullied or harassed 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.

Formal complaints and informal reports regarding sex discrimination, including sexual harassment, will be subject to the Title IX grievance process (see the Title IX Grievance Procedure regulation).

Complaints will be investigated within a reasonable timeframe. When staff members become aware of situations related to harassment and bullying, they will report the incident(s) to the building principal within 24 hours and may contact the parent. Within 24 hours of receiving a report from a staff member the principal will contact the parents of the offending student and the victim.

## **II. Complaint Procedure**

The principal or alternative investigator has the authority to initiate a bullying or harassment investigation in the absence of a written complaint. However, an individual who believes that they have been bullied or harassed shall notify the building principal, or the alternate investigator to begin the investigation. The investigator may request that the individual complete the Harassment/Bullying Complaint form (Policy # 503.10E1) 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 (Policy # 503.10E1). Information received during the investigation shall be kept confidential to the extent possible.

## **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.

#### **IV. Resolution of the Complaint**

Upon completion of the investigation, the investigator shall inform the complainant and the accused about the outcome of the investigation. The investigator will keep any investigation documents and a record of the outcome as a part of the discipline file.

The investigator shall 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.

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