

Board Policy Document

STUDENT PERSONNEL

Series 500

Policy Title: **Anti-Harassment/Bullying**

Code Number: **AR504.4**

I. PROCEDURES FOR RESOLUTION OF BULLYING/HARASSMENT COMPLAINTS

A. Level One - Building Principal or Staff Member

A complainant shall, within fifteen (15) working days after the occurrence of the event which is the subject of the complaint, make an appointment with and discuss the matter with the building principal. Every effort will be made to resolve the complaint informally at this level. The building principal, or immediate supervisor shall give an oral response to the complainant within five (5) working days after the initial discussion. A complainant may report an incident or occurrence to any staff member and that staff member shall contact the principal immediately.

B. Level Two - Director of Educational Equity/Affirmative Action

In the event the complainant is not satisfied with the decision made at Level One, the complainant may formalize the complaint in writing on a Form for Complaint, which may be obtained from the Equity Office. The form must be submitted to the director of educational equity/affirmative action within five (5) working days after the oral response at Level One. The complainant may request that a meeting concerning the complaint be held with the director of educational equity/affirmative action. A parent, guardian or other counsel may accompany a minor student. The director of educational equity/affirmative action, as the designee of the Superintendent, will investigate the complaint and attempt to resolve it. The director will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying. Within ten (10) working days after receipt of the complaint, a written Level Two

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Investigation of Compliance Violation Report from the director of educational equity/affirmative action regarding findings and action taken will be sent to the complainant, other involved parties, as well as the superintendent.

C. Level Three - Superintendent

In the event the complainant is not satisfied with the decision made at Level Two, the complainant may submit a written appeal to the superintendent within five (5) working days after receipt of the Level Two Investigation of Compliance Violation Report. The complainant may request a meeting with the superintendent. The superintendent may request a meeting with the complainant to discuss the appeal. Within five (5) working days after receipt of the complainant's written appeal, the superintendent will send a decision in writing to the complainant and other involved parties.

D. Level Four - Board of Directors

In the event the complainant is not satisfied with the decision made at Level Three, the complainant may submit a written appeal to the Board of Directors within ten (10) working days after receipt of the Level Three decision. The complainant may request a meeting with the Board of Directors. Within twenty (20) days after receipt of the written appeal, the Board of Directors shall determine what action should be taken to resolve the complaint. The decision of the Board of Directors shall be final and a written copy of the decision will be delivered to the complainant within five (5) working days after the decision is made. The Board of Directors may, in its sole discretion, implement a Board Hearing Panel for purposes of addressing and resolving a complaint at this Level.

- II. IMMUNITY. Pursuant to the Code of Iowa, a school employee, volunteer, or student, or a student's parent or guardian, who promptly, reasonably, and in good faith reports an incident of harassment or bullying in compliance with the procedures adopted by the District, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

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- III. COLLECTION REQUIREMENT. The Director of Educational Equity shall maintain a system to collect harassment and bullying incident data.
- IV. INTEGRATION OF POLICY AND REPORTING. The Director of Assessment and School Improvement shall integrate the District's anti-harassment and anti-bullying policy into the comprehensive school improvement plan required under section 256.7, subsection 21, and shall report data collected, as specified by the Iowa Department of Education, to the public.
- V. NOTIFICATION. Pursuant to the designation and directive of the Superintendent, the Director of Educational Equity will provide copies of the Bullying and Harassment policy to school employees, volunteers, students, and parents or guardians by publication in the "Fact Sheet and Policy Guide for Employees/Students of the Sioux City Community School District." The policy shall be published in additional school communications through-out the school year, as appropriate (i.e. newsletters, school website, or public media).

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BULLYING/HARASSMENT COMPLAINT FORM

Date Filed _____

Name of Complainant _____

Address _____

Phone Number _____

Building/Assignment (if an employee) _____

Indicate the appropriate response to the following with a check mark(s):

- The complainant is a(an):

____ student
____ parent
____ employee
____ Volunteer

- The complainant believes bullying and/or harassment has occurred based on the following trait or characteristic:

Date(s) of Alleged Violation(s) _____

Person alleged to have committed the bullying or harassment _____

Summarize the incident(s) or occurrence(s) as accurately as possible. Attach additional sheets if necessary.

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Location of incident _____

Names of Witnesses _____

Attach any evidence of harassment or bullying (i.e. letters, photos, etc.)

Have you notified anyone else about this: ____YES ___NO

 If so, who? _____

Signature of Complainant _____

Date _____

Date Received by the Director of Educational Equality/Affirmative Action _____

Date of Level Two Investigation of Compliance Violation Report _____

Signature of Director of Education Equity/Affirmative Action _____

Note: Completion of this form will initiate an investigation of the alleged incident of bullying or harassment outlined on this form. Completion of this form or its impending investigation shall not be construed to preclude a victim (or his or her parents if the victim is a minor) from seeking administrative or legal remedies under any applicable provision of law.