

Hazing/Harassment, Intimidation, Bullying, Menacing/Cyberbullying, and Teen Dating Violence Reporting Procedures – Student

The Immediate supervising administrator has responsibility for investigations concerning reported acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, and incidents of teen dating violence. 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 hazing, reports or information on acts of harassment, intimidation or bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (e.g. complaints, rumors,) shall be presented to the immediate supervising administrator. Complaints against the principal shall be filed with the district director or administrator. Complaints against the district director or administrator shall be filed with the superintendent. Complaints against the superintendent 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 district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student within a reasonable amount of time. Generally, all notices should be made within 24 hours. Designees are instructed to weigh the severity of the incident in determining when to provide notice. In most situations, parents will be notified by the end of the day.

Within 5 working days of receiving the complaint, the district official will arrange a meeting as may be necessary with all concerned parties after the receipt of the complaint. The parties will have an opportunity to submit evidence and/or a list of witnesses to the district official before the meeting takes place.

The district official conducting the investigation shall notify the complainant and parents as appropriate, in writing, within 5 working days of the completed investigation, that a decision regarding disciplinary action, as warranted, is determined.

District officials cannot share confidential student information such as student discipline with anyone that is not able by law to receive such information.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 5 working days after receipt of the step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the Hazing, Harassment, Intimidation, Bullying/Menacing, Cyberbullying, and Teen Dating Violence Reporting Procedures – Student - JFCF-AR

appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

- Step 4 If a complainant is not satisfied with the decision at step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within 5 working days after receipt of the step 3 decision. The Board Chair shall review the written appeal and within 10 working days, provide a written decision to the complainant.

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint 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. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

Timelines may be extended upon written agreement between both parties. This also applies to reports filed against the superintendent or any Board Member.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

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, menacing, cyberbullying, or incidents of teen dating violence and documentation will be maintained as a confidential file in the district office.