

PROCEDURE: EXHIBIT 500.3A

STUDENT-TO-STUDENT HARASSMENT/BULLYING PROCESS

Harassment complaints shall use the process described below.

A. Filing a Complaint. The complaint may be registered/filed with an appropriate member of the District (e.g., Administrator, teacher, nurse, or counselor).

B. Processing a Complaint. The person receiving the complaint shall counsel the complainant as to the available options and then refer the complaint to the District's Investigator. If the victim does not want it referred to the Investigator, the individual who received the complaint shall make the referral.

C. Investigation. The District Investigator will timely meet with and interview the complainant to get the necessary investigative information. The Investigator may also meet with and interview the accused and other witnesses as appropriate and necessary.

D. Action(s) Following the Investigation. Once the complaint investigation is completed, the District Investigator shall produce a timely report and shall confer with the complainant about the results of the investigation. The Investigator may also meet with the accused. The accused's cumulative file shall be carefully documented if the complaint is founded. The report shall include a determination by the Investigator as to whether the complaint is (a) founded; (b) unfounded; or (c) determined to be inconclusive. When founded and discipline of individual(s) is to occur, said individual(s) will be disciplined according to the District's Student Discipline Policy. The Superintendent may provide accommodations to persons found to have been harassed/bullied.

E. Appeal. The determination from the initial investigation may be appealed to the Superintendent.

F. Retaliation. Retaliation against a person registering/filing a harassment complaint is prohibited. Engaging in such conduct may result in appropriate disciplinary action(s).

Students who feel that they have been harassed/bullied should:

- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
  - what, when and where it happened;

- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser responded.

Revised 01/29/09, 12/12/11, 2/13/17  
Reviewed 6/9/2014,12/11/17

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**ANTI BULLYING/HARASSMENT COMPLAINT FORM**

Please complete the information requested below as fully as possible. If you need help, contact the District Investigator (576-1161)

**Type of Complaint:**

\_\_\_\_\_ **Sexual Harassment**  
(Student to Student, Student to Adult,  
Adult to Student, Adult to Adult)

\_\_\_\_\_ **Racial Harassment**  
(Student to Student, Student to Adult  
Adult to Student, Adult to Adult)

\_\_\_\_\_ **Other... Race, creed, color, ancestry, age, sex, sexual orientation, gender identity, national origin, disability, physical attributes, religion, political party preference, political belief, socioeconomic status, actual or potential parental, family or marital status.**

\_\_\_\_\_ **General...Creating Hostile Environment**  
(Student to Student, Student to Adult, Adult to Student, Adult to Adult)

Name : \_\_\_\_\_

Print Name	Telephone Number
_____	
Print Address	
_____	
School Building	School Address

1. Name of person(s) responsible for causing alleged grievance (incident) is/are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Please tell in the space below what happened [include date, time, location, etc.]. Attach additional page(s) if needed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. If there were witnesses, please list them below.

\_\_\_\_\_

\_\_\_\_\_

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4. Please write below any additional information which you believe would be helpful to the District's Investigator. (Include your desired remedy(ies), if appropriate.) Attach additional page(s) if needed.

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Signature

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Date

Be advised that you have the right to contact the police or sheriff's office, the county attorney, a private attorney, or the local Human Rights Commission. The filing of this report does not deny you that opportunity.

You will receive a copy of this report and a copy of the Investigator's Report.

Copies to:  
Complainant  
Superintendent  
File