

ANTI-BULLYING OR HARASSMENT COMPLAINT PROCEDURES

Bullying and/or harassment of students and adults* (*Board members, administrators, employees, parents, volunteers, vendors, patrons of the District, and others doing business with the District) are against federal, state and local policy and are not tolerated by the Board. The Board is committed to providing all persons with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment.

The Board prohibits bullying, harassment, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to:

Age	Marital status	Ancestry
Color	Sex	Political party preference
Creed	Sexual orientation	Political belief
National origin	Gender identity	Socioeconomic status
Race	Physical attributes	Familial status
Religion	Physical or mental ability or disability	

Bullying and/or harassment against adults* based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is prohibited.

This policy is in effect while District students or adults* are:

1. in all school buildings, on the school campus, in bus garages, administrative office, and parking lots within established school boundaries.
2. in close proximity to the school campus when discipline infractions occur in close proximity to the school day or away from school grounds or school events if the misconduct directly affects the good order, efficient management and welfare of the school district.
3. while on school operated or chartered buses or while being transported under supervision of school personnel or in close proximity to the bus stop.
4. while attending school-sponsored or school-related activities in which a district school participates, whether or not on district-owned premises. This includes events away from the school district if a district school participates.

Adults* whose behavior is alleged to be in violation of this policy will be subject to an investigation which may result in discipline up to and including discharge, denial of permission to be on school premises, or other appropriate action as determined and imposed by the Superintendent or Board.

Students found to be in violation of this policy will be subject to appropriate discipline, up to and including suspension and expulsion.

COMPLAINT PROCEDURE

INCIDENTS INVOLVING A STUDENT OR STUDENTS

A student who believes that he or she has been harassed or bullied by a student or an adult* shall notify the building principal. If resolution is not obtained, the student and/or parent should notify Cora Turner, the Executive Director of Student & At-Risk Services, at the Education Service Center, 1516 Washington, Waterloo, Iowa, 50702, 433-1801. Students who need assistance in the complaint process may tell a teacher, counselor, principal, or other trusted adult. The principal has the authority to initiate an investigation if necessary in the absence of a written complaint.

The Student Grievance Policy (503.3) and regulation (503.3-R) shall set the procedure and timeline for the investigation.

A. INCIDENTS INVOLVING ONLY ADULTS* (NONSTUDENTS)

A person who is not a student who believes that he or she has been bullied and/or harassed by a person who is not a student shall notify the Associate Superintendent for Human Resources & Equity, Beverly Smith, the designated investigator, at the Education Service Center, 1516 Washington, Waterloo, Iowa, 50702, 433-1800.

INVESTIGATION

When students are involved, the investigator, with the approval of the principal, or the principal has the authority to initiate a bullying or harassment investigation in the absence of a written complaint. In other instances, the investigator, with the approval of the Superintendent, or the Superintendent has the authority to initiate a bullying or harassment investigation in the absence of a written complaint.

The investigator may request that the complainant complete the Harassment Complaint form (103.1-E1) and turn over evidence of the incident, including, but not limited to, letters, tapes, or pictures. Form 103.1-E2 is available to be completed by any witness. Information received during the investigation shall be kept confidential to the extent possible.

POINTS TO REMEMBER IN THE INVESTIGATION

1. Evidence uncovered in the investigation is confidential.
2. Complaints must be taken seriously and investigated.
3. The test of a violation is the impact on an ordinarily reasonably prudent person.
4. No retaliation will be taken against individuals involved in good faith in the investigation process.
5. Retaliators will be disciplined, up to and including discharge, suspension, expulsion, or other appropriate action.

CONFLICTS

If the investigator is the alleged harasser or a witness to the incident, an alternate investigator, appointed by the Superintendent, shall be the investigator.

If the alleged harasser is the Superintendent, the alternate investigator shall take the Superintendent's place in the investigation process. In such cases, the alternate investigator shall report the findings to the Board.

INFORMATION

The Superintendent or designee shall be responsible for organizing information programs for employees and volunteers that shall include how to recognize bullying or harassment and what to do in case an adult* is bullied or harassed. Students will be provided annual information that shall include how to recognize and what to do if a student is bullied or harassed.

Cross Ref.: 103.0 Nondiscrimination
103.1 Anti-Bullying/Harassment Policy
503.3 Student Grievance Policy
900.6 Visitors to the Schools
902.0 Public Conduct at School Activities

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