

Harassment of Students by Non-Students

Procedure for Resolving Complaints Involving Harassment of Students

A. General Procedures

1. Students who believe that they have been subjected to harassment by an employee or any other adult member of the school community have the right and are encouraged to file a complaint in accordance with the formal and informal complaint procedures in Sections B and C below and to receive prompt and appropriate handling. A student complaint form is attached as Attachment A to this regulation. Complaints of harassment by a student against another student shall be handled in the same manner as other student disciplinary investigations and the procedures set forth below shall not apply.
2. The complainant should contact any Designated School or District Resource (DSR). If the complainant is a student, the contact may be initiated by the student's parent or guardian. A DSR shall prepare and provide to the principal a complaint form in the form attached as Attachment B to this regulation.
3. The Superintendent will appoint Designated School Resources (e.g., guidance counselor, nurse, school administrator) at each school to whom students may direct their complaints. The Superintendent will appoint as many Designated District Resources as appropriate to whom employees, job applicants, persons utilizing school transportation and visitors may direct their complaints. There will be at least one male and at least one female School Resource person at each school and the District Resource persons will also include male and female designees. The names of these Designated Resources will be made public.
4. Designated School or District Resources who receive complaints must treat them as confidential and release information only when appropriate and after consultation with complainant.
5. Designated School or District Resources will be trained to conduct investigations and to serve as mediators.

B. Informal Procedures

1. If the complainant wishes to try to resolve the problem informally, the Designated Resource will attempt to resolve the complaint in that manner.
2. Any meetings between the complainant and the accused must be mutually agreed upon in advance. The accused will be informed of the disciplinary consequences of retaliation against the complainant.
3. Counseling and information about harassment may be provided to the accused, if appropriate.

4. If the complaint cannot be resolved informally within two weeks, formal complaint procedures may be initiated.

C. Formal Procedures - Student Complaints

1. A student who alleges harassment by an employee, or other person covered by this policy may direct the complaint to a Designated School Resource.

2. The person receiving the complaint shall report it to the building principal within 24 hours.

3. The principal or principal's designee shall promptly investigate the allegation. The investigator shall:

- Interview the complainant; complainant may have representation present at all discussions and meetings involving the case.
- Inform the accused of the allegations and advise of the right to representation at all discussions and meetings; the accused will also be informed of the disciplinary consequences of retaliation against the complainant
- Interview the accused
- Interview third parties
- Document all interviews
- Compile a written report of the investigation will be compiled and kept by the building principal
- Immediately report any alleged or actual incident of unwanted touching or body contact to local law enforcement officials to complete the investigation

4. The Superintendent shall present a written decision to the student complainant within five working days after receiving the investigator's report. A conference will be held with the student to discuss the investigation of the complaint and disposition to the extent appropriate.

5. The Superintendent shall be responsible for responding to the employee who is determined to be guilty of harassment of a student. Such response could include referral to the Employee Assistance Program for appropriate counseling and/or discipline up to and including the recommendation to the Board of School Directors for suspension and/or termination from employment.

Adopted: December 10, 1992

Revised: January 1996

Revised: June 9, 2016

Revised: September 22, 2016

**Student Harassment Complaint Form
SAMPLE – FOR REFERENCE ONLY**

COMPLAINANT INFORMATION		
Name:		
Status: <input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Support Staff <input type="checkbox"/> Other (specify):		
Building:		
ALLEGED HARASSMENT/DISCRIMINATION		
Check all the protected categories that apply to the complaint:		
<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Disability
<input type="checkbox"/> Gender Expression	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Gender/Sexual Harassment
<input type="checkbox"/> National Origin	<input type="checkbox"/> Race/Ethnicity	<input type="checkbox"/> Religion
<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sexual Orientation	
1. Who is the complaint against? List name(s) of individual(s) engaging in the alleged harassment.		
2. Describe the alleged harassment including time, day, and location as well as the form of harassment (physical, verbal, written, pictures, etc.).		
3. Were there any witnesses to the incident(s) described above? If so, identify.		
REPORT DATA		
Signature of Student Making Complaint		
Date:		

**Harassment Complaint Form
SAMPLE – FOR REFERENCE ONLY**

COMPLAINANT INFORMATION												
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Status: <input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Support Staff <input type="checkbox"/> Other (specify):												
Building:												
ALLEGED HARASSMENT/DISCRIMINATION												
<p>Check all the protected categories that apply to the complaint:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Age</td> <td style="width: 33%;"><input type="checkbox"/> Color</td> <td style="width: 33%;"><input type="checkbox"/> Disability</td> </tr> <tr> <td><input type="checkbox"/> Gender Expression</td> <td><input type="checkbox"/> Gender Identity</td> <td><input type="checkbox"/> Gender/Sexual Harassment</td> </tr> <tr> <td><input type="checkbox"/> National Origin</td> <td><input type="checkbox"/> Race/Ethnicity</td> <td><input type="checkbox"/> Religion</td> </tr> <tr> <td><input type="checkbox"/> Retaliation</td> <td><input type="checkbox"/> Sexual Orientation</td> <td></td> </tr> </table>	<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender Expression	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Gender/Sexual Harassment	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race/Ethnicity	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sexual Orientation	
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<p>3. Were there any witnesses to the incident(s) described above? If so, identify.</p> 												

4. How does the complainant know the alleged harasser? What is the relationship between the complainant and the accused? (Teacher/student; student/student).

5. Did the complainant take any action to attempt to stop the harassment? Describe.

6. Did the complainant tell anyone about any of the incidents? If so, identify who and when.

7. Has the complainant witnessed the alleged harasser harassing anyone else? If so, identify who and when.

8. Did the complainant report this incident? If so, identify to whom and when.

9. Does the complainant have any other information related to this complaint, (i.e., memos, e-mails/text messages, recorded conversations, etc.)? If so, identify and explain.