

BULLYING, HAZING, HARASSMENT, INTIMIDATION, MENACING PROCEDURES

Policy Information Distribution

1. Information about the *Bullying, Hazing, Harassment, Intimidation, Menacing* Policy #3295 shall be distributed to the school community.
 - a. All new faculty and staff members shall be given a copy of the policy as part of their orientation program.
 - b. Information about the policy shall be included in student orientation material and in the student handbook.
2. Faculty and staff shall be reminded annually about the policy.

Prevention

1. It is everyone's responsibility to help eliminate bullying, hazing, harassment, intimidation, or menacing behavior.
2. The Superintendent/designee shall:
 - a. review any actions taken by District personnel to prevent bullying, hazing, harassment, intimidation, or menacing; and
 - b. follow-up with any victims of bullying, hazing, harassment, intimidation, or menacing to ensure preventive actions were effective.

Reporting

1. District personnel **witnessing** any bullying, hazing, harassment, intimidation, or menacing shall take immediate action to stop the inappropriate behavior, report the matter to the building principal/designee, supervisor/designee, or other appropriate District personnel, and complete the *Harassment Reporting Form* #3295F.
2. Anyone who believes he/she has **knowledge** of a person or persons affected by bullying, hazing, harassment, intimidation, or menacing actions should immediately report it to the appropriate District official and complete the *Harassment Reporting Form*.
3. Any student, employee, or third party who feels he/she has been a **victim** of bullying, hazing, harassment, intimidation or menacing is encouraged to immediately report such to the principal/designee, supervisor/designee or other appropriate District personnel and complete the *Harassment Reporting Form*.

4. Information may also be reported anonymously by completing the Harassment Reporting Form and delivering such to a District official.

Action upon Receiving a Report

1. District personnel receiving a report of bullying, hazing, harassment, intimidation, or menacing shall report the matter to the building principal/designee, supervisor/designee, or other appropriate District official immediately.
2. If the complaint involves the principal/designee or supervisor/designee, District personnel shall immediately report the matter to the Superintendent/designee.
3. If the complaint involves the Superintendent/designee, District personnel shall immediately report the matter to the Chairperson of the Board of Trustees.

Confidentiality

1. Because of the possible sensitive nature of the allegations, any investigation with regard to any suspected bullying, hazing, harassment, intimidation, or menacing shall be conducted, to the extent possible and within legal constraints, to protect the privacy of the complainant, victim, and the accused.
2. In instances where the allegation involves suspected child abuse, harm to self, or harm to others, the District official shall report the case to the proper authorities as required by law.

Investigation

1. Within ten (10) working days after receipt of an allegation of bullying, hazing, harassment, intimidation, or menacing, the District official receiving the complaint shall conduct a thorough investigation.
2. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.
3. Parents shall be notified of the nature of any complaint involving their student.
4. The District official conducting the investigation shall arrange meetings as may be necessary with all concerned parties.
 - a. The parties shall have an opportunity to submit evidence and a list of witnesses.
 - b. All findings related to the complaint shall be reduced to writing.

Notification of Findings

1. The District official conducting the investigation shall notify the complainant and/or parents/guardians, in writing, as appropriate when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
2. A copy of the notification letter, together with any other documentation related to the incident, including disciplinary action taken or recommended shall be forwarded to the Superintendent or the Board of Trustees as appropriate.

Grievance Procedure

1. If the complainant is not satisfied with the decision, he/she may appeal the findings as per procedures outlined in the Uniform Grievance Procedure #3210, 4112, or 5860 Level 3 and/or Level 4 as appropriate.
2. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.
3. Direct complaints related to employment may be filed with the Idaho Department of Commerce and Labor, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Personnel/Student/District Files

1. A copy of the findings shall be placed in the appropriate personnel file or student permanent record if evidence is sufficient to support the allegations.
2. If there is insufficient evidence to support the allegations, no report of the allegation shall be placed in an accused or complaining employee's personnel record or in an accused or complaining student's permanent record.
3. A copy of all hazing, harassment, intimidation, bullying, or menacing complaints and documentation shall be maintained as a confidential file in the District Office.

False Accusation

If the investigation discloses that the individual filing a report knowingly or in a malicious manner falsely accused another of bullying, hazing, harassment, intimidation, or menacing, the individual making such report may be subject to disciplinary action or other appropriate sanctions.

Retaliation

1. District students or employees shall not retaliate against an individual who in good

faith reports, associates with the individual reporting, participates in the investigation, or investigates alleged bullying, hazing, harassment, intimidation, or menacing.

2. Any person engaged in retaliatory actions, regardless of whether a complaint is substantiated, shall be subject to disciplinary action or other appropriate sanctions.

Discipline

1. Discipline for committing acts of bullying, hazing, harassment, intimidation, or menacing shall be appropriate to the offense, age, and status of the individual.
2. District personnel who fail to report or fail to take action to stop bullying, hazing, harassment, intimidation, or menacing may face disciplinary action up to and including dismissal.