

Student-to-Student Bullying/Harassment Investigation

A primary investigator is defined as the building principal or designee. Secondary investigators are trained investigators who may or may not be school employees, but are contracted for the purpose of investigating complaints.

Reporting:

If a student (or adult on student's behalf) believes they have been bullied or harassed, the individual shall inform a staff member who will direct the individual to complete a bullying/harassment complaint form. The complaint form will be turned over to the primary investigator at the school. The complaint form shall include the following information:

- What, when and where it happened
- Who was involved
- Exactly what was said or what the accused(s) did
- Names of witnesses
- What the student said or did, either at the time or later
- How the student felt and was impacted
- How the accused responded
- Any other factors that contribute to the complaint

Formal complaints and informal reports of conduct constituting sexual harassment will be referred to the Title IX Coordinator and handled according to the provisions of Procedure 102c.

COMPLAINT AND INTAKE PROCEDURE

The investigator will conduct an intake interview and may request that the student turn over evidence of the alleged bullying or harassment, including, but not limited to, letters, recordings, or pictures. The investigator will record in writing the facts of the complaint.

Information received during the investigation is to be kept confidential to the extent possible.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the accused. The accused may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of bullying and/or harassment and report the findings and conclusions to the appropriate District-level administrator.

The report will generally be completed within 10 days of the initial complaint unless additional time is needed and communicated with the parties involved. The total time spent on the investigation will vary depending upon the facts giving rise to the investigation, the number of interviews that are conducted, and other circumstances.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the appropriate District-level administrator may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the appropriate District-level administrator may, at the administrator's discretion, interview the target and the accused. The appropriate District-level administrator will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. Notice of investigation findings will be communicated with the target, accused, and investigator within five days of the conclusion of the investigation. The District will maintain a log of information necessary to comply with the Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Complaints must be taken seriously and investigated.
- Evidence uncovered in the investigation is confidential to the extent possible.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.
- If the investigator is a witness to the incident or has any other conflict of interest, the secondary investigator will be assigned.

Cross Reference: Procedure 300.1a
Procedure 102c

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