

DE SOTO AREA SCHOOL DISTRICT

411.1-Rule

STUDENT HARASSMENT/BULLYING COMPLAINT PROCEDURES

Students who feel they are victims of harassment, intimidation or bullying should report their concerns to their principal or counselor. The following complaint procedure should be utilized if at all possible.

1. Any complaint shall be presented verbally or in writing to the principal, counselor or teacher. Teachers who receive such a complaint shall report such complaint to the principal/counselor for investigation. Educating students and staff to recognize and respond appropriately to harassing or bullying behavior is the most effective method of prevention. Maintaining a daily log that chronicles acts of bullying or harassment will be the primary means of empowering victims. It should include the specific nature of the harassment and corresponding dates and also include the name, address and phone number of the complainant.
2. Within one school day, the principal/counselor shall investigate the complaint. Within 10 school days after receipt of the complaint, the principal/counselor shall notify the person who has been accused of harassment and permit a response to the allegation, and arrange a meeting to discuss the complaint with all concerned parties. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.
3. If the complainant is not satisfied with the answer of the principal/counselor, he/she may submit a written appeal to the District Administrator indicating with particularity the nature of the disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within 10 school days after receipt of the principal/counselor's answer. The District Administrator shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The District Administrator shall

give a written answer to the complainant's appeal within 10 school days.

4. If the complainant is not satisfied with the answer, a complaint may be filed with the Board of Education within 10 school days after receipt of the District Administrator's answer (see 3 above). The Board shall, within 20 school days, conduct a hearing at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complaint with 10 school days following completion of the hearing.

APPROVED: August 20, 2007

APPROVED REVISED: August 23, 2010