

## **Prohibition of Harassment, Intimidation and Bullying**

The Dieringer School District is committed to providing a safe and civil environment free from harassment, intimidation and bullying (HIB). HIB includes any intentional written, verbal or physical act including those motivated by characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability when the act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Many behaviors that do not rise to the level of HIB may still be prohibited by other building or classroom policies. This policy is a component of the building's responsibility to maintain a safe, civil, respectful and inclusive learning community and is accompanied by comprehensive training of staff.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the situation. False reports or retaliation for HIB also constitute violations of this policy.

### **Procedures**

#### Informal Complaint Process:

Anyone may use informal procedures to report to any building staff member complaints of HIB. Complaints will be investigated and resolved informally if possible using any of the following steps;

- An opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive or inappropriate either in writing or face to face;
- A statement from a staff member to the alleged perpetrator indicating the conduct is not appropriate and could lead to discipline if proven or repeated or;
- A general statement from an administrator without identifying the complainant.

Informal complaints may become formal complaints at the request of the complainant, parent, or guardian or because the district believes the complaint needs to be more thoroughly investigated.

#### Formal Complaint Process:

Anyone may initiate a formal complaint of HIB even if the informal complaint process is being used. Complainants will not be promised confidentiality since it cannot be predicted what will be discovered or what kind of hearings may result. Additional provisions include;

- All formal complaints shall be in writing
- A district appointed compliance officer shall investigate all formal, written complaints of HIB and will provide a written report with results of the investigation
- The superintendent or designee shall respond in writing within thirty days stating;
  - That the district intends to take corrective action; or
  - That the investigation is incomplete to date and will be continuing; or
  - That the district does not have adequate evidence to conclude that HIB occurred.

Students will be provided with age-appropriate information on the recognition and prevention of HIB and their rights and responsibilities under this and other district policies and rules at student orientation sessions.