

Jefferson County Education Service District

Code: GBNA/JFCF-AR
Adopted: 5/07/08

Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedures

Designated ESD supervisor and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, cyberbullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be investigated in accordance with the following procedures:

Step 1 Any hazing, harassment, intimidation, bullying, cyberbullying or menacing information (complaints, rumors, etc.) shall be presented to the designated ESD supervisor or superintendent. Complaints against the supervisor shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates. The ESD official will determine whether the investigation is the responsibility of the ESD or a component school district. If it is determined that the investigation is the responsibility of the component school district the policy and administrative regulation of the component school district will be followed.

Step 2 If it is determined that the investigation is the responsibility of the ESD, the ESD official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the ESD superintendent and the resident district of the student's superintendent.

Step 3 If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

Step 4 If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying or menacing complaints and documentation will be maintained as a confidential file in the district office.