

Regulation 104-R(1): Anti-Bullying/Harassment Policy - Investigation Procedures Status: ADOPTED

Original Adopted Date: 10/9/25 | Last Revised Date: | Last Reviewed Date:

- **Filing a Complaint**

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available on the District website, in District Office, and Principals' offices. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The Superintendent (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably

possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

I.C. Iowa Code Iowa Code § 216.9 Iowa Code § 280.28 Iowa Code § 280.3 Iowa Code § 279.82	Description Unfair/Discriminatory Practices Harassment and Bullying Prohibited Education Program - Attendance Center Requirements Intra-District Enrollment
I.A.C. Iowa Administrative Code 281 I.A.C. 12.3	Description Administration
U.S.C. - United States Code 20 U.S.C. §§ 1221 29 U.S.C. §§ 794 42 U.S.C. § 12101 42 U.S.C. § 2000d	Description Education - FERPA - General Provisions Labor - Vocation Rehab Rights Public Health - Equal Opportunity - Disabilities Public Health - Civil Rights - Federally Programs
U.S. Supreme Court 551 U.S. 393	Description Morse v Frederick (2007)
Case Law Morse v. Frederick	Description 551 U.S. 393 (2007)

Cross References

Code	Description
102	Equal Educational Opportunity
102-R(1)	Equal Educational Opportunity - Grievance Procedure
102-E(1)	Equal Educational Opportunity - Annual Notice of Nondiscrimination
102-E(2)	Equal Educational Opportunity - Continuous Notice of Nondiscrimination
102-E(3)	Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights
102-E(4)	Equal Educational Opportunity - Discrimination Complaint Form
102-E(5)	Equal Educational Opportunity - Witness Disclosure Form
102-E(6)	Equal Educational Opportunity - Disposition of Complaint Form
401.01	Equal Employment Opportunity
402.03	Abuse of Students by School District Employees
404	Employee Conduct and Appearance
404-R(1)	Employee Conduct and Appearance - Code of Professional Conduct and Ethics Regulation
404-R(2)	Employee Conduct and Appearance - Code of Rights and Responsibilities Regulation
604.11	Appropriate Use of Online Learning Platforms
605.06	Internet - Appropriate Use
605.06-R(1)	Internet - Appropriate Use - Regulation
605.06-E(1)	Internet - Appropriate Use - Internet Access Permission Letter to Parents
605.06-E(2)	Internet - Appropriate Use - Violation Notice
605.08	Artificial Intelligence in the Educational Environment
605.08-R(1)	Artificial Intelligence in the Educational Environment - Regulation
713	Responsible Technology Use & Social Networking
713-R(1)	Responsible Technology Use & Social Networking - Regulation