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 Code No. 100

LEGAL STATUS OF THE SCHOOL DISTRICT

All powers not specifically granted to the federal government are reserved to the states. Iowa's State Constitution authorizes the creation of a Common Schools System. As part of Iowa’s Common Schools System, this school district, known as the GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL DISTRICT, has been created and organized as a school corporation under Iowa law.

The school district is located in Hancock County and its affairs are conducted by the Garner-Hayfield- Ventura Community School District Board of Education, which is composed of locally elected school officials. The school district has exclusive jurisdiction over school-related matters within its territory.

Approved 10-9-89 Reviewed 03-21-22 Revised\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

Code No. 101

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

The ultimate purpose of education is to help students become effective citizens of a democracy. As a school corporation of Iowa, the Garner-Hayfield-Ventura Community School District, acting through its board of education, is dedicated to promoting equal opportunity for a quality free and appropriate public education to enrolled students. Students of this community have the privilege of participating in formal education utilizing the students' present understanding to help them grow in the present and prepare for a lifetime in our rapidly changing society.

The Garner-Hayfield-Ventura Community School District exists to develop and improve the community’s academic instruction, curriculum, and facilities so that every individual student will be provided with the opportunity to perceive and develop their potential for the benefit of self and society. A variety of educational experiences will be provided to enable individual students to develop positive self-concepts and become more fully aware of the needs of a complex society. These experiences will encourage the development of students’ abilities and identify each student's interests and goals in life. Each student will develop the ability to read with understanding, write with clarity, communicate with verbal effectiveness, and to think critically and solve problems. The school district will strive to create an environment within which students will be encouraged to be honest, responsible, and productive citizens in our democratic society.

Approved 10-9-89 Reviewed 03-21-22 Revised\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

Code No. 102

SCHOOL DISTRICT INSTRUCTIONAL ORGANIZATION

The Garner-Hayfield-Ventura Community School District offers an educational program for grades preschool through twelve (12). The levels of instruction are organized by the following levels:

Grades preschool through eighth grade shall attend Garner-Hayfield-Ventura Elementary/Middle School, 620 West 11th Street Garner, IA 50438.

Grades nine through twelve shall attend the Garner-Hayfield-Ventura/Ventura High School at 605

Lyon, in Garner.

Each school building will have a building principal responsible for the administration and management of the school building, the school building personnel, and the educational program. The principals shall work closely with the superintendent, who shall oversee the administration and management of the school district.

Approved 10-9-89 Reviewed 03-21-22 Revised 03-21-22

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

Code No. 103

EQUAL EDUCATIONAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district.  Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth.  In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The Garner-Hayfield-Ventura Community School District does not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.  The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. The Board prohibits all types of harassment, bullying, hazing, or any other victimization, of students, including but not limited to those based on any of the following actual or perceived traits or characteristics: age, actual or perceived; color; creed; national origin; race; religion; marital status; sex; sexual orientation; gender identity; physical attributes; physical or mental ability or disability; ancestry; political party preference; political belief; socioeconomic status; or familial status.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

There is a grievance procedure for processing complaints of discrimination. Inquiries or grievances related to this policy may be directed to the superintendent at the District Administrative Office, 605 Lyon Street, Garner, Iowa 50438, (641) 923-2718; to the Director of the Iowa Civil Rights Commission, 400 East 14th Street, Des Moines, IA 50319-1004, 1-800-457-4416; to the Office for Civil Rights Chicago Office, United States Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, (312) 730-1560; or to the Equal Employment Opportunity Commission Chicago Office, 500 W. Madison Street, Suite 2000, Chicago, IL 60661, 1-800-669-4000. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, 400 E 14th Street, Des Moines, IA 50319-0146.

Approved 10-9-89 Reviewed 03-21-22 Revised 03-21-22

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

Code No. 103.E1

NOTICE OF NON-DISCRIMINATION

The Garner-Hayfield-Ventura Community School District offers career and technical programs in the following areas of study:

* Agricultural Education
* Business Education
* Family and Consumer Sciences Education
* Industrial Education
* Advanced Manufacturing
* Information Tech
* Health Careers

It is the policy of the Garner-Hayfield- Ventura Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. Any person having inquiries concerning the school district's compliance federal and/or state non- discrimination laws is directed to contact:

Superintendent of Schools

605 Lyon Street, Garner, Iowa 50438

641-923-2718

who has been designated by the school district to coordinate the school district's efforts to comply with federal and/or state non-discrimination laws.

Approved: 09-17-96 Reviewed: 03-21-22 Revised: 03-21-22

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

Code No. 103.E

GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION

OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS REQUIRING NON-DISCRIMINATION

I, , am filing this grievance because

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

(Attach additional sheets if necessary) Signature

Address

Phone Number

If student, name Grade Level

Attendance center

Approved: 09-17-96 Reviewed: 03-21-22 Revised: 1-13-2014

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

Code No. 103.E3

GRIEVANCE DOCUMENTATION Name of Individual Alleging Discrimination or Non-Compliance

Name

Signature \_

Grievance Date

State the nature of the complaint and the remedy requested.

Indicate Building Principal's or Supervisor's response or action to above complaint.

Signature of Principal or Supervisor

Approved: 09-17-96 Reviewed: 03-21-22 Revised: 1-13-2014

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

Code No. 103.E4

NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

The Garner-Hayfield-Ventura Community School District does not discriminate in its educational

programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

• participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;

• receipt of free educational services to the extent they are provided students without disabilities:

• receipt of information about your child and your child's educational programs and activities in your native language;

• notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;

• inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child’s educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;

• hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and to ``have the decision of the impartial hearing officer reviewed.

It is the policy of the Garner-Hayfield-Ventura Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual

orientation, gender identity and socioeconomic status (for programs) in its educational programs and its

employment practices. There is a grievance procedure for processing complaints of discrimination. If you

have questions or a grievance related to this policy please contact the district superintendent, 605 Lyon Street, Garner, IA 50438 (Telephone No.) 641-923-2718

Approved: 09-17-96 Reviewed: 03-21-22 Revised: 03-21-22

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

Code No. R1

GRIEVANCE PROCEDURE

Students, parents of students, employees and applicants for employment in the school district shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non- discrimination in educational programs and activities, and employment. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

Level One - Principal, Immediate Supervisor or Personnel Contact Person

(Informal and Optional - may be bypassed by the grievant) Individuals with a complaint of discrimination are encouraged to speak with their immediate supervisor, program administrator, or building principal as applicable to try and resolve the issue informally.

Complainants have the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Level Two – Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a written complaint with the appropriate Compliance Officer, as identified below. The Grievance Filing Form may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 60 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it or appoint a qualified person to undertake the investigation. 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. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three – Superintendent/Administrator

If the complaint is not resolved at level two, the grievant or respondent may appeal it to level three by presenting a written appeal to the superintendent or his/her designee within five working days after the grievant receives the report from the Compliance Officer. T he parties involved may request a meeting with the Superintendent or his/her designee. The superintendent or his/her designee may request a meeting with the parties to discuss the appeal. A decision will be rendered by the superintendent or his/her designee within a reasonable time after the receipt of the written appeal. The Superintendent shall affirm, reverse, amend the decision, or direct the Compliance Officer to gather additional information.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

GRIEVANCE PROCEDURE

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent’s decision, the grievant can file an appeal with the board within five (5) working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal. If the board does not hear the appeal, the Superintendent’s decision is final.

The Compliance Officers for each attendance center are:

High School Elementary School Middle School

Name Shawn Miller Mike Meyering Debra Steenhard

Office Address 605 Lyon St. 620 W 11th St. 620 W 11th St.

 Garner, IA 50438 Garner, IA 50438 Garner, IA 50438

Phone Number 641/923-2632 641/923-2831 641/923-7124

Office Hours 8 A.M. - 4 P.M. 8 A.M. - 4 P.M. 8 A.M. - 4 P.M.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Approved 03-21-22 Reviewed Revised\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

Code No. 104

THE PEOPLE AND THEIR SCHOOL DISTRICT

The board recognizes the value of interaction and participation with the citizens of the district community for the school district's education and operations. Popular control of public education is one of the cornerstones of a free society. The people exercise that control through their Board of Education. The board will cooperate with the district community and provide opportunities for the district community to participate in the decision-making process, whenever possible, while carrying out its elected responsibilities.

It shall be the responsibility of the superintendent to keep the board apprised of opportunities for involvement with the district community.

Approved 10-9-89 Reviewed 03-21-22 Revised 10-10-94

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

Code No. 105

LONG-RANGE NEEDS ASSESSMENT

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectations of students and determines how well students are meeting student learning goals. The board shall conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, higher education and community members, regarding their expectations

for adequate student preparation..

In conjunction with the in-depth needs assessment of the school district, the board shall authorize the appointment of a committee, representing administrators, employees, parents, students, and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

The district will provide opportunities for local feedback on an ongoing basis. Feedback will be gained through special mailing, the district newsletter, group meetings, and from special focus groups.

It shall be the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent shall report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board shall determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

Approved 10-9-89 Reviewed 03-21-22 Revised 7-10-00

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

DISCRIMINATION AND HARASSMENT BASED ON SEX PROHIBITED

CODE NO. 106

In accordance with Title IX of the Education Amendments Act of 1972, the Garner-Hayfield-Ventura Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX ([34 C.F.R. § 106.30](http://redirector.microscribepub.com/?cat=cfr&loc=us&id=34&spec=106.30)), against any individual participating in any education program or activity of the District.  This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District’s Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX.  This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX.  For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District’s Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District’s designated Title Coordinator, [High School Principal, ,605 W Lyon Street, Garner, Iowa 50438 641-923-2632,  ]

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education.  Any individual who believes they have been retaliated against in violation of this Policy should immediately contact the District’s Title IX Coordinator.

Approved 03-21-22 Reviewed Revised

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

ANTI-BULLYING/ANTI-HARASSMENT POLICY

CODE No. 107

The Garner Hayfield Ventura Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect.  Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent’s designee pursuant to the regulation accompanying this policy.  Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

**Retaliation Prohibited**

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.  Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment.  Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

**Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

* “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means.  “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.  “Harassment” and “bullying”  mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:

(1) Places the individual in reasonable fear of harm to the individual’s person or property.

(2) Has a substantial detrimental effect on the individual’s physical or mental health.

(3) Has the effect of substantially interfering with the individual’s academic or career performance.  Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

* “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
* “Volunteer” means an individual who has regular, significant contact with students.

**Publication of Policy**

The board will annually publish this policy. The policy may be publicized by the following means:

* Inclusion in the student handbook,
* Inclusion in the employee handbook
* Inclusion in the registration materials
* Inclusion on the school or school district’s web site,

Approved 03-21-22 Reviewed Revised\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

Code No. 107.R1

**REGULATION: BULLYING AND HARASSMENT INVESTIGATION PROCEDURES**

**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 [link to form on website or designate location such as building office].  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 15 daysof 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.

Code No. 107.E1

**Exhibit DISCRIMINATION, ANTI-BULLYING, AND ANTI-HARASSMENT - COMPLAINT FORM**

|  |
| --- |
| Date of complaint:                                                                                                                                     |
| Name of Complainant:                                                                                                                                     |
| Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):                                                                                                                                                                                                                                                                      |
| Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?                                                                                                                                                                                                                                                                      |
| Date and place of alleged incident(s):                                                                                                                                                                                                                                                                                                                                                                                                         |
| Names of any witnesses (if any):                                                                                                                                                                                                                                                                                                                                                                                                         |
|  | **Nature of discrimination, harassment, or bullying alleged (check all that apply):** |
|  |  | Age |  | Physical Attribute |  | Sex |
|  |  | Disability |  | Physical/Mental Ability |  | Sexual Orientation |
|  |  | Familial Status |  | Political Belief |  | Socio-economic Background |
|  |  | Gender Identity |  | Political Party Preference |  | Other – Please Specify: |
|  |  | Marital Status |  | Race/Color |  |
|  |  | National Origin/Ethnic Background/Ancestry |  | Religion/Creed |  |

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Approved: 03-21-22  | Reviewed: \_\_\_\_\_ | Revised: \_\_\_\_\_ |

**Exhibit WITNESS DISCLOSURE FORM**

Code No. 107.E2

|  |
| --- |
| Name of Witness:                                                                                                     |
| Date of interview:                                                             |
| Date of initial complaint:                                                   |
| Name of Complainant (include whether the Complainant is a student or employee):                                                                                                                                                                                                                                            |
| Date and place of alleged incident(s):                                                                                                                                                                                                                                                                                                                                                                |
|  | **Nature of discrimination, harassment, or bullying alleged (check all that apply):** |
|  |  | Age |  | Physical Attribute |  | Sex |
|  |  | Disability |  | Physical/Mental Ability |  | Sexual Orientation |
|  |  | Familial Status |  | Political Belief |  | Socio-economic Background |
|  |  | Gender Identity |  | Political Party Preference |  | Other – Please Specify: |
|  |  | Marital Status |  | Race/Color |  |
|  |  | National Origin/Ethnic Background/Ancestry |  | Religion/Creed |  |

Description of incident witnessed:

Additional information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Approved: 03-21-22  | Reviewed: \_\_\_\_ | Revised: \_\_\_\_\_ |

**Exhibit 104.E3 DISPOSITION OF COMPLAINT FORM**

Code No. 107.E3

|  |
| --- |
| Date:                                                |
| Date of initial complaint:                                                |
| Name of Complainant (include whether the Complainant is a student or employee):                                                                                                                                                                                                                                                                                         |
| Date and place of alleged incident(s):                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Name of Respondent (include whether the Respondent is a student or employee):                                                                                                                                                                                                                                                                                       |
|  | **Nature of discrimination, harassment, or bullying alleged (check all that apply):** |
|  |  | Age |  | Physical Attribute |  | Sex |
|  |  | Disability |  | Physical/Mental Ability |  | Sexual Orientation |
|  |  | Familial Status |  | Political Belief |  | Socio-economic Background |
|  |  | Gender Identity |  | Political Party Preference |  | Other – Please Specify: |
|  |  | Marital Status |  | Race/Color |  |
|  |  | National Origin/Ethnic Background/Ancestry |  | Religion/Creed |  |

**Summary of Investigation:**

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Approved: 03-21-22  | Reviewed: \_\_\_ | Revised: \_\_\_\_\_ |