

CONWAY SCHOOL DISTRICT #317

Procedures 3207P

HARASSMENT, INTIMIDATION, AND BULLYING PROCEDURES

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Classroom teachers will utilize a coaching process in dealing with informal reports. Complainants will be provided support that may include meeting with the school counselor. Staff shall inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying.

Staff will use their professional judgment to determine if the Informal Complaint Process should be used in the classroom or if a Formal Complaint Process should be processed at the first incident for a student. Informal remedies include documentation of incident on the HIB Informal Complaint Form (a copy is forwarded to the Principal), parent contact, and coaching of person being bullied and person demonstrating bullying behavior. Included in this process will be a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated and if needed, a general public statement from an administrator or designee reviewing the district harassment, intimidation and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Efforts should be made to increase the confidence and trust of the person making the complaint and support shall be provided which may include meeting with the school counselor. The district will fully implement the false reporting/anti-retaliation provisions of this policy to protect complainant(s) and witness(es). The administration may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- a. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that might constitute harassment, intimidation or bullying. Any staff member may draft the complaint based on the report of the complainant, for the complainant to review and sign.

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Conway School District Mission Statement:

Building upon a tradition of quality education, our mission is to create a community of life-long learners and ensure individual success by providing a supportive educational environment through a committed partnership of staff, families and community.

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- b. Regardless of the complainant's interest in filing a formal complaint, the Principal or designee may conclude that the district needs to draft a formal complaint based upon the information in the administrator's possession.
- c. The Principal or designee shall investigate the incident reviewing any past and current information from student files, Informal and Formal HIB Complaint forms, interviews of students who may have additional information about the report, and any other information as deemed pertinent to the investigation.
- d. When a formal investigation is completed the administrator shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- e. The superintendent shall respond in writing to the complainant and the accused within thirty days, stating:
 1. That the district intends to take corrective action; or
 2. That the investigation is incomplete to date and will be continuing; or
 3. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
- f. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order prohibiting the imposition of the discipline until the appeal process is concluded.

A fixed component of all district orientation sessions for employees shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing harassment, intimidation or bullying. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.