

**Policy 104: Anti-Bullying/Harassment Policy**

**Status:** ADOPTED

**Original Adopted Date:** 11/16/2015 | **Last Revised Date:** 08/21/2023 | **Last Reviewed Date:** 08/21/2023

The Griswold Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. 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 building principal or his/her designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district; a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes as the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic

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 student in reasonable fear of harm to the student's person or property.
  2. Has a substantial detrimental effect on the student's physical or mental health.
  3. Has the effect of substantially interfering with a student's academic performance.
  4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

- “Trait or characteristic of the student” 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,
- (other) \_\_\_\_\_

***NOTE: This is a mandatory policy. School districts are required to icollect and report data regarding instances of bullying and harassment as required by law.***

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

**Status:** ADOPTED

**Original Adopted Date:** 11/16/2015 | **Last Revised Date:** 08/21/2023 | **Last Reviewed Date:** 08/21/2023

**Filing a Complaint**

An individual who believes that the individual has been harassed or bullied may file a complaint with the building principal or his/her designee. The complaint form is available on the school website or at the principal's office. 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 building principal or his/her designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 30 calendar 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 building principal or his/her designee (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.
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**COMPLAINT FORM**  
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of Complaint: \_\_\_\_\_

Name of Complainant (please print) : \_\_\_\_\_

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): \_\_\_\_\_

Name of any witnesses (if any): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Age  | <input type="checkbox"/> Physical Attribute         | <input type="checkbox"/> Sex                       |
| <input type="checkbox"/> Disability                                 | <input type="checkbox"/> Physical/Mental Ability    | <input type="checkbox"/> Sexual Orientation        |
| <input type="checkbox"/> Familial Status                            | <input type="checkbox"/> Political Belief           | <input type="checkbox"/> Socio-economic Background |
| <input type="checkbox"/> Gender Identity                            | <input type="checkbox"/> Political Party Preference | <input type="checkbox"/> Other – Please Specify:   |
| <input type="checkbox"/> Marital Status                             | <input type="checkbox"/> Race/Color                 | _____  |
| <input type="checkbox"/> National Origin/Ethnic Background/Ancestry | <input type="checkbox"/> 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: \_\_\_\_\_

**WITNESS DISCLOSURE FORM**

Name of Witness (please print): \_\_\_\_\_

Date of interview: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (please print) (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):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Age   | <input type="checkbox"/> Physical Attribute         | <input type="checkbox"/> Sex                       |
| <input type="checkbox"/> Disability                                    | <input type="checkbox"/> Physical/Mental Ability    | <input type="checkbox"/> Sexual Orientation        |
| <input type="checkbox"/> Familial Status                               | <input type="checkbox"/> Political Belief           | <input type="checkbox"/> Socio-economic Background |
| <input type="checkbox"/> Gender Identity                               | <input type="checkbox"/> Political Party Preference | <input type="checkbox"/> Other – Please Specify:   |
| <input type="checkbox"/> Marital Status                                | <input type="checkbox"/> Race/Color                 | _____  |
| <input type="checkbox"/> National Origin/Ethnic<br>Background/Ancestry | <input type="checkbox"/> 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: \_\_\_\_\_

**DISPOSITION OF COMPLAINT FORM**

Date: \_\_\_\_\_ Date of initial complaint: \_\_\_\_\_

Name of Complainant (please print) (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):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Age   | <input type="checkbox"/> Physical Attribute         | <input type="checkbox"/> Sex                       |
| <input type="checkbox"/> Disability                                    | <input type="checkbox"/> Physical/Mental Ability    | <input type="checkbox"/> Sexual Orientation        |
| <input type="checkbox"/> Familial Status                               | <input type="checkbox"/> Political Belief           | <input type="checkbox"/> Socio-economic Background |
| <input type="checkbox"/> Gender Identity                               | <input type="checkbox"/> Political Party Preference | <input type="checkbox"/> Other – Please Specify:   |
| <input type="checkbox"/> Marital Status                                | <input type="checkbox"/> Race/Color                 | _____  |
| <input type="checkbox"/> National Origin/Ethnic<br>Background/Ancestry | <input type="checkbox"/> 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: \_\_\_\_\_