

School District

Series 100

		<u>Date of Last Action</u>
100	Legal Status of the School District	03/15/2023
101	Educational Philosophy of the School District	03/15/2023
102	Equal Educational Opportunity	03/15/2023
102.E1	Section 504 Notice of Non-Discrimination	03/15/2023
102.E2	Grievance Form for Complaints of Discrimination	03/15/2023
102.E3	Grievance Documentation	03/15/2023
102.E4	Section 504 Student and Parental Rights	03/15/2023
102.R1	Grievance Procedure	03/15/2023
103	Long-Range Needs Assessment	03/15/2023
103.R1	Long-Range Needs Assessment Process	03/15/2023
104	Anti-bullying/Harassment Policy	03/15/2023
104.E1	Anti-bullying/Harassment Complaint Form	03/15/2023
104.E2	Anti-bullying/Harassment Witness Disclosure Form	03/15/2023
104.E3	Disposition of Anti-bullying/Harassment Complaint Form	03/15/2023
104.R1	Anti-bullying/Harassment Investigation Procedures	03/15/2023
106	Title IX- Discrimination and Harassment Based on Sex Prohibited	03/15/2023

LEGAL STATUS OF THE SCHOOL DISTRICT

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district is known as the Iowa Valley Community School District.

This school corporation is located in Iowa County, and its affairs are conducted by elected school officials, the Iowa Valley Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district

Legal Reference: Iowa Code §§ 274.1, .2, .6, .7; 278.1(9); 279.8; 594A (2007).

Cross Reference: 200 Legal Status of the Board of Directors

Adopted: 04/08/1968

Iowa Valley CSD Policy Manual

03/15/2023
10/27/2014
01/21/2008

10/21/2002
Reviewed: 12/16/1991

03/15/23
Revised: 06/23/97

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

As a school corporation of Iowa, the Iowa Valley Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with student's parents and school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life are instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

Legal Reference: Iowa Code §§ 256.11, .11A (2007).

Cross Reference:

- 102 Equal Educational Opportunity
- 103 Long-Range Needs Assessment
- 209 Board of Directors' Management Procedures
- 600 Goals and Objectives of the Education Program
- 602 Curriculum Development

Adopted: 03/11/1982

Iowa Valley CSD Policy Manual

03/15/2023

10/27/2014

01/21/2008

10/21/2002

Reviewed: 06/23/1997

03/15/2023

Revised: 10/25/1990

EQUAL EDUCATIONAL OPPORTUNITY

The Iowa Valley Community School District will not discriminate in its educational programs or employment practices on the basis of race, age (for employment), color, national origin, gender identity, sex, sexual orientation, marital status (for programs), socioeconomic status (for programs), disability, religion, or creed. 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. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact *Curt Rheingans, 359 E. Hilton Street Marengo, IA 52301, 319-642-7714, crheingans@ivcsd.org.*

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.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Iowa Valley Community School District, 359 E Hilton Street Marengo, Iowa; or by telephoning 319-642-7714.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Approved: 03/18/1986

03/15/2023

03/15/2023

10/27/2014

12/12/2011

Iowa Valley CSD Policy Manual

10/21/2002

01/21/2008

09/17/2007

Reviewed: 12/16/1991

Revised: 06/23/1997

Legal Reference: 20 U.S.C. §§ 1221 *et seq.* (2004).
20 U.S.C. §§ 1681 *et seq.* (2004).
20 U.S.C. §§ 1701 *et seq.* (2004).
29 U.S.C. § 794 (2004).
42 U.S.C. §§ 12101 *et seq.* (2004).
34 C.F.R. Pt. 100 (2004).
34 C.F.R. Pt. 104 (2004).
Iowa Code §§ 216.9; 256.11, .11A; 280.3(2007).
281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District
401.1 Equal Employment Opportunity
500 Objectives for Equal Educational Opportunities for Students
506.1 Student Records

Approved: 03/18/1986

Iowa Valley CSD Policy Manual

03/15/2023
10/27/2014
10/21/2002
Reviewed: 12/16/1991

03/15/2023
12/12/2011
01/21/2008
09/17/2007
Revised: 06/23/1997

NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Iowa Valley Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, marital status (for programs), socioeconomic status (for programs), disability, religion, age (for employment) or creed in admission or access to, or treatment in, its employment practices and educational programs and activities.

There is a grievance procedure for process complaints of discrimination.

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact the Superintendent of Schools, 359 East Hilton Street, Marengo, Iowa 52301-1620, telephone 319-642-7714, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code 280.3 (2007).

**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)

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"/>	
<input type="checkbox"/>	National origin/Ethnic background/Ancestry	<input type="checkbox"/>	Religion/creed	<input type="checkbox"/>	

Describe incident or occurrence as accurately as possible. Please include names of witnesses (if any), and who or what entity you believe discriminated against, harassed, or bullied you (or someone else):

(Attach additional sheets if necessary)

Date and place of alleged incident(s):

Signature _____

Date of complaint:

Address _____

Phone Number _____

If student, name _____ Grade Level _____

Attendance center _____

Adopted: 10/21/2002

03/15/2023
Reviewed: **10/27/2014**

03/15/2023
Revised: **12/12/2011**

GRIEVANCE DOCUMENTATION

Name of Individual Alleging Discrimination or Non-Compliance

Name _____

Grievance Date _____

Name of Respondent (include whether a student or employee):

State the nature of the discrimination, description of complaint and the remedy requested.

Summary of Investigation:

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

Signature of Investigator:

Date:

Adopted: 10/21/2002

03/15/2023
Reviewed: **10/27/2014**

03/15/2023
Revised:**12/12/2001**

SECTION 504 STUDENT AND PARENTAL RIGHTS

The Iowa Valley 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:

- ³⁵₁₇ 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;
- ³⁵₁₇ receipt of free educational services to the extent they are provided students without disabilities;
- ³⁵₁₇ receipt of information about your child and your child's educational programs and activities in your native language;
- ³⁵₁₇ 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;
- ³⁵₁₇ 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;
- ³⁵₁₇ 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 have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to the Superintendent of Schools, 359 East Hilton Street, Marengo, Iowa 52301, (telephone 319-642-7714) who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and Iowa Code 280.3. (2007).

Adopted: 10/21/2002

03/15/2023
Reviewed: 10/27/2014

03/15/2023
12/12/2001
Revised: 09/17/2007

GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination. The decision of either the superintendent or the school board in no way prejudices a party from seeking redress through federal or state regulations or agencies as provided by law.

Level One - Principal

(Informal and Optional - may be bypassed by the grievant)

Employees or applicants with a complaint of discrimination based upon their sex, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the principal, with the objective of resolving the matter informally. A student, or a parent of a student, with a complaint of discrimination based upon their race, color, national origin, sex, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Superintendent/Administrator

A complainant who wishes to use the formal grievance procedure may do so by filing a complaint with the equity coordinator. 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 equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. 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. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Level Three - Appeal to Board

If the grievant is not satisfied with the decision, the grievant can file an appeal with the board within five working days after receiving the decision. It is within the discretion of the board to determine whether it will hear the appeal. If the board chooses not to hear the appeal, the decision of the equity coordinator shall be final.

This procedure is to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

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

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.

The Level II Officer is:

Name Curt Rheingans

Office Address 359 East Hilton Street, Marengo, Iowa 52301-1620

Phone Number (319) 642-7714

Office Hours 8:00 AM to 4:00 PM Monday through Friday

Adopted: 10/21/2002

Reviewed: 10/27/2014

Revised: 09/17/2007

03/15/2023

12/12/2011

10/24/2011

LONG-RANGE NEEDS ASSESSMENT

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectation of students and determines how well students are meeting student learning goals. The board will 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 will 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.

At least once every five years the Iowa Valley Community School Board will conduct an in-depth assessment, soliciting information from business, industry, labor, higher education and community members regarding their expectations for adequate student preparation. One purpose of this assessment is to assist the board in developing and evaluating a statement of philosophy for the school district. The second purpose of this assessment is to determine the areas of student performance, knowledge, and attitudes judged to be most crucial in meeting school or district goals.

It is the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent will 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 will 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.

Legal Reference: Iowa Code §§ 21; 256.7; 280.12, .18 (2007).
281 I.A.C. 12.8(1)(b).

Cross Reference: 101 Educational Philosophy of the School District
200 Legal Status of the Board of Directors
208 Committees of the Board of Directors
603.1 Basic Instruction Program
801.1 Buildings and Sites Long Range Planning
801.2 Buildings and Sites Surveys

Approved: 06/19/1989

Reviewed: 12/16/1991

Revised: 06/23/1997

LONG-RANGE NEEDS ASSESSMENT PROCESS

The school district will also develop a process for long-range needs assessment. The process will include three items:

- ³⁵/₁₇ Provisions for collecting, analyzing and reporting information derived from local, state and national sources;
- ³⁵/₁₇ Provisions for reviewing information acquired on the following:
 - state indicators and other locally determined indicators,
 - locally established student learning goals,
 - specific data collection required by state and federal programs;
- ³⁵/₁₇ Provisions for collecting and analyzing assessment data on the following:
 - state indicators,
 - locally determined indicators, and
 - locally established student learning goals.

Approved: **01/21/2008**

Reviewed:03/15/2023

Revised:03/15/2023

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment by students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on actual or perceived traits or characteristics, including but 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. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or 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. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

³⁵₁₇ Places the individual in reasonable fear of harm to the individual's person or property;

³⁵₁₇ Has a substantially detrimental effect on the individual's physical or mental health;

³⁵₁₇ Has the effect of substantially interfering with the student's academic performance; or

³⁵₁₇ 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.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

ANTI-BULLY/HARASSMENT POLICY

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- ³⁵₁₇ Repeated remarks of a demeaning nature;
- ³⁵₁₇ Implied or explicit threats concerning one's grades, achievements, property, etc.;
- ³⁵₁₇ Demeaning jokes, stories, or activities directed at the student; and/or
- ³⁵₁₇ Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- ³⁵₁₇ Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- ³⁵₁₇ Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- ³⁵₁₇ The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- ³⁵₁₇ Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- ³⁵₁₇ Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

ANTI-BULLYING/HARASSMENT POLICY

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator designee and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board.

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

- ³⁵₁₇ Inclusion in the student handbook,
- ³⁵₁₇ Inclusion in the employee handbook
- ³⁵₁₇ Inclusion in the registration materials
- ³⁵₁₇ Inclusion on the school or school district's web site,

and a copy shall be made to any person at the central administrative office at 359 East Hilton Street, Marengo, Iowa.

Legal Reference: 20 U.S.C. §§ 1221-1234i (2004).
29 U.S.C. § 794 (1994).
42 U.S.C. §§ 2000d-2000d-7 (2004).
42 U.S.C. §§ 12001 *et. seq.* (2004).
Iowa Code §§ 216.9; **280.28**; 280.3 (2011)
281 I.A.C. 12.3(6).
Morse v Frederick, 127 S. Ct. 2618 (2007)

Cross Reference: 101 Educational Philosophy of the School District
502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

03/15/2023
10/27/2014
03/15/2023
Approved: 08/20/2007 Reviewed: 01/21/2008 Revised: 11/19/2007

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Nature of Discrimination or Harassment 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/Ancestry/ Ethnic Background	Religion/Creed	

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

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

Signature: _____ Date: _____

03/15/2023

03/15/2023

10/27/2014

Revised: 04/23/2011

Adopted: 06/23/1997

Reviewed: 01/20/2003

Revised: 11/19/2007

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of instance witnessed: _____

Any other 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 ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Name of student or employee target: _____

Grade and building of student or employee: _____

Name and position or grade of alleged perpetrator/respondent: _____

Date of initial complaint: _____

Nature of Discrimination or Harassment 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/Ancestry/ Ethnic Background	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: _____

03/15/2023

03/15/2023

04/23/2012

Adopted: 08/20/2007

Reviewed: 10/27/2014

Revised: 11/19/2007

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should

³⁵₁₇ Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

³⁶₁₇ If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

Complaint Procedure

An individual who believes that the individual has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator is the superintendent of schools in the event the principal or principal's designee committed the alleged bullying or harassment, or some other conflict of interest exists. Complaints shall be filed within [state number of days – 180] 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.

The investigator may request that the individual complete the Harassment/Bullying Complaint form in this policy and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedure

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate and may review and collection documentation or relevant information.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the superintendent. The investigator will provide a copy of the findings of the investigation to the superintendent.

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.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Resolution of the Complaint

Following the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Points to Remember in the Investigation

³⁵₁₇ Evidence uncovered in the investigation is confidential.

³⁵₁₇ Complaints must be taken seriously and investigated.

³⁵₁₇ No retaliation will be taken against individuals involved in the investigation process.

³⁵₁₇ Retaliators will be disciplined up to and including discharge.

Conflicts

If the investigator is the alleged harasser or a witness to the incident, the alternate investigator shall investigate.

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.

Adopted: 06/23/1997

03/15/2023
10/27/2014
Reviewed: **01/21/2008**

03/15/2023
04/23/2012
Revised: 08/20/2007

Title IX – Discrimination and Harassment Based on Sex Prohibited

In accordance with Title IX of the Education Amendments Act of 1972, the Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 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, Curt Rheingans, Superintendent, 359 E Hilton Street, Marengo, IA 52301, crheingans@ivcsd.org

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 believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

Legal Reference:

20 U.S.C. § 1681 et seq.

34 C.F.R. § 106 et seq.