

CLARKE COMMUNITY SCHOOL DISTRICT

Series 100

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Updated 10/27/08, 3/24/14, 9/23/14, 3/14/16, 4/25/16

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 Clarke Community School District.

This school corporation is located in Clarke, Decatur and Lucas Counties, and its affairs are conducted by elected school officials, the Clarke 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 (2003).

Cross Reference: 200 Legal Status of the Board of Directors

Approved August 18, 2003 Reviewed 10/27/08; 3/24/14 Revised _____

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

As a school corporation of Iowa, the Clarke 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 students' 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 is 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 (2003).

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

Approved August 18, 2003 Reviewed 10/27/08, 3/24/14 Revised _____

ANNUAL NOTICE OF NONDISCRIMINATION

The Clarke Community School District offers career and technical programs in the following areas of study:

- Agriculture
- Business
- Family consumer Science
- Health Science
- Industrial Arts

It is the policy of the Clarke 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 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 Curriculum Director/Equity Coordinator, Jean Bahls, 800 N Jackson St., Osceola, IA 50213, 641-342-4221 ext. 549, or jbahls@clarke.k12.ia.us.

Revised: 4/22/13, 3/24/14, 4/25/16; 6/12/17; 12/10/18

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Clarke 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 Equity Coordinator, Jean Bahls, 800 N Jackson, Osceola, IA 50213, 641-342-4221 ext. 549, or jbahls@clarke.k12.ia.us.

Reviewed 3/24/14

Revised 3/14/16; 6/12/17; 12/10/18

SECTION 504 STUDENT AND PARENTAL RIGHTS

The Clarke 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; and
- 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.

It is the policy of the Clarke 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 Equity Coordinator, Jean Bahls, 800 N Jackson, Osceola, IA 50213, (641) 342-4221 ext. 549, or jbahls@clarke.k12.ia.us.

Reviewed 3/24/14

Revised 3/14/16; 6/12/17; 12/10/18

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Name of Student: _____ Grade: _____

Date of complaint: _____

Name of the alleged harasser or bully: _____

Witnesses: _____

Please identify each of the following 18 categories (real or perceived) for which the student is reported to have bullied/harassed. Check all that apply:

<input type="radio"/> Age	<input type="radio"/> Color	<input type="radio"/> Race	<input type="radio"/> Creed
<input type="radio"/> National Origin	<input type="radio"/> Ancestry	<input type="radio"/> Marital Status	<input type="radio"/> Sex
<input type="radio"/> Religion	<input type="radio"/> Gender Identity	<input type="radio"/> Physical Attributes	<input type="radio"/> Physical/Mental Abilities
<input type="radio"/> Political Belief	<input type="radio"/> Political Party Preference	<input type="radio"/> Socioeconomic Status	<input type="radio"/> Sexual Orientation
<input type="radio"/> Familial Status	<input type="radio"/> Other:		

Method of bullying/harassment (check all that apply):

<input type="radio"/> Electronic Communication	<input type="radio"/> Written Communication (e.g. cyber, notes...)
<input type="radio"/> Verbal	<input type="radio"/> Physical
<input type="radio"/> Social/Relational (ostracizing, exclusion)	<input type="radio"/> Other:

Location of the incident (check all that apply):

<input type="radio"/> Bus	<input type="radio"/> Hallway	<input type="radio"/> Classroom	<input type="radio"/> Locker Room
<input type="radio"/> Gym	<input type="radio"/> Cafeteria	<input type="radio"/> Extracurricular Activity (on/off campus)	<input type="radio"/> Bathroom
<input type="radio"/> Hallway	<input type="radio"/> School Grounds	<input type="radio"/> Other:	

***Please attach a copy of the target's written statement**

Parent Signature Required

Date

WITNESS DISCLOSURE FORM

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):

<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
<input type="checkbox"/>	Background	<input type="checkbox"/>	Political Party Preference	Other – Please Specify:	
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed		
<input type="checkbox"/>	National Origin/Ethnic Background/ancestry	<input type="checkbox"/>			

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: 3/14/16

DISPOSITION OF COMPLAINT FORM**Anti-Bully/Harassment Form*****Bully/Harasser Form***

Name of Student: _____ Grade: _____

Date of complaint: _____

Witnesses: _____

Please identify the alleged person to have bullied/harassed:

<input type="radio"/> District Student	<input type="radio"/> Student from other district	<input type="radio"/> School Staff Member	<input type="radio"/> Volunteer
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If the Iowa Anti-Bullying/Harassment law was violated, please check all of the reasons that apply below:

<input type="radio"/> Was violated because the conduct places the student in reasonable fear of harm to the student's person or property
<input type="radio"/> Was violated because conduct has a substantially detrimental effect of the student's physical or mental health
<input type="radio"/> Was violated because conducted has the effect of substantial interfering with the student's academic performance.
<input type="radio"/> Was violated because the conduct has the effect of substantially interfering with the student' ability to participate in or benefit from the services, actives, or privileges provided by a school

If the Iowa Anti-Bullying/Harassment law was violated, please check the box indicating another law, school policy, or rule was violated OR check the box indicating that no law, school policy, or rule was violated.

<input type="radio"/> Was NOT violated nor was any other law/school policy/rule violated
<input type="radio"/> Was NOT violated but another law/school policy/rule was violated. (such as school code of conduct) *

Please indicate which law/school policy/rule was violated: _____

Other information: _____

Please check all of the following consequences/remedial actions that apply:

<input type="radio"/> Verbal Warning	<input type="radio"/> Written Warning	<input type="radio"/> Parent(s) or guardian(s) notified	<input type="radio"/> Parent(s) or guardian(s) conference
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Over

○ Signed agreement to avoid further incidents	○ Support from counselor (follow-up)	○ Restricted privileges (includes loss of recess, isolated lunch, extracurricular activities, etc...)	○ Specialized seating arrangement
○ Individual Behavior Plan Focusing on bullying behaviors	○ Detention (includes Saturday school)	○ In School Suspension # of Days:	○ SRO Referral
○ Suspension or expulsion ○ # of Days:	○ Law enforcement involved	○ Community Service	○ Bus Suspension ○ # of Days:
○ Student conference with Administrator	○ Referral to Internal Team	○ No consequences warranted	○
○ Other:			

*Attach the bully's written statement or any evidence of the harassment or bullying (i.e. letters, notes, photos...)

Approved: 3/14/16

GRIEVANCE PROCEDURE

It is the policy of the Clarke 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 Equity Coordinator, Jean Bahls, 800 N Jackson, Osceola, IA 50213, (641)342-4221 ext. 549, or jbahls@clarke.k12.ia.us.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. 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

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has 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).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complaint 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 all 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.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making

GRIEVANCE PROCEDURE

a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complaint, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are 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.

Revised: 4/22/13, 3/24/14; 3/14/16; 6/12/17; 12/10/18

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. 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.

Advisory committees and Advisory Boards representing students, parents, teachers, administrators, and the community shall be appointed to make recommendations for the goals and objectives of the educational program and the school district as a whole. Clarke CSD School Improvement Advisory Committee (SIAC) fulfills this role and the Annual Progress Report is presented to the Board of Directors, distributed in the community, and posted on the District's website.

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.

NOTE: This is a mandatory policy. Boards should add their local process in the third paragraph.

Legal Reference: Iowa Code §§ 21; 256.7; 280.12, .18 (2003).
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 August 12, 1991

Reviewed 10/27/08

Revised August 18, 2003; 3/24/14; 12/10/18

LONG-RANGE NEEDS ASSESSMENT

School districts also need to develop a process for long-range needs assessment. The process needs to include three items.

1. provisions for collecting, analyzing and reporting information derived from local, state and national sources;
2. 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;
3. provisions for collecting and analyzing assessment data on the following:
 - state indicators,
 - locally determined indicators,
 - locally established student learning goals.

The long-range needs assessment process is mandatory but it does not need to be an administrative regulation supporting the long-range needs assessment policy. It is, however, recommended that it become an administrative regulation to support the policy to ensure completeness and consistency.

Reviewed 3/24/14

ANTI-BULLYING/HARASSMENT POLICY

The Clarke 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. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

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” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and 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.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 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.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Equity Coordinator (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

ANTI-BULLYING/HARASSMENT POLICY

Decision

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 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.

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 policy adopted pursuant to this section, 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.

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, 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.

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)_____

Approved June 25, 2007

Reviewed 10/27/08

Revised 8/20/07; 10/22/07; 10/13/08;
4/22/13, 3/24/14; 3/14/16

Legal References: 20 U.S.C. §§ 1221-1234i
29 U.S.C. § 794
42 U.S.C. §§ 2000d-2000d
42 U.S.C. §§ 12101 *et. seq.*
Iowa Code §§ 216.9; 280.28; 280.3
281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393 (2007)

Cross References: 102 Equal Educational Opportunity
502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Anti-Bully/Harassment Form
Target Form

Name of Student: _____ Grade: _____

Date of complaint: _____

Name of the alleged harasser or bully: _____

Witnesses: _____

Please identify each of the following 18 categories (real or perceived) for which the student is reported to have bullied/harassed. Check all that apply:

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Race	<input type="checkbox"/> Creed
<input type="checkbox"/> National Origin	<input type="checkbox"/> Ancestry	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Sex
<input type="checkbox"/> Religion	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Physical Attributes	<input type="checkbox"/> Physical/Mental Abilities
<input type="checkbox"/> Political Belief	<input type="checkbox"/> Political Party Preference	<input type="checkbox"/> Socioeconomic Status	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Familial Status	<input type="checkbox"/> Other:		

Method of bullying/harassment (check all that apply):

<input type="checkbox"/> Electronic Communication	<input type="checkbox"/> Written Communication (e.g. cyber, notes...)
<input type="checkbox"/> Verbal	<input type="checkbox"/> Physical
<input type="checkbox"/> Social/Relational (ostracizing, exclusion)	<input type="checkbox"/> Other:

Location of the incident (check all that apply):

<input type="checkbox"/> Bus	<input type="checkbox"/> Hallway	<input type="checkbox"/> Classroom	<input type="checkbox"/> Locker Room
<input type="checkbox"/> Gym	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Extracurricular Activity (on/off campus)	<input type="checkbox"/> Bathroom
<input type="checkbox"/> Hallway	<input type="checkbox"/> School Grounds	<input type="checkbox"/> Other:	

***Please attach a copy of the target's written statement**

Parent Signature Required

Date

Revised: 4/22/13, 3/24/14; 9/22/14; 3/14/16

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WITNESS DISCLOSURE FORM

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):

<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
<input type="checkbox"/>	Background	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed		
<input type="checkbox"/>	National Origin/Ethnic Background/ancestry	<input type="checkbox"/>			

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: 3/14/16

DISPOSITION OF COMPLAINT FORM
Anti-Bully/Harassment Form
Bully/Harasser Form

Name of Student: _____ Grade: _____

Date of complaint: _____

Witnesses: _____

Please identify the alleged person to have bullied/harassed:

<input type="radio"/> District Student	<input type="radio"/> Student from other district	<input type="radio"/> School Staff Member	<input type="radio"/> Volunteer
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If the Iowa Anti-Bullying/Harassment law was violated, please check all of the reasons that apply below:

<input type="radio"/> Was violated because the conduct places the student in reasonable fear of harm to the student's person or property
<input type="radio"/> Was violated because conduct has a substantially detrimental effect of the student's physical or mental health
<input type="radio"/> Was violated because conducted has the effect of substantial interfering with the student's academic performance.
<input type="radio"/> Was violated because the conduct has the effect of substantially interfering with the student' ability to participate in or benefit from the services, actives, or privileges provided by a school

If the Iowa Anti-Bullying/Harassment law was violated, please check the box indicating another law, school policy, or rule was violated OR check the box indicating that no law, school policy, or rule was violated.

<input type="radio"/> Was NOT violated nor was any other law/school policy/rule violated
<input type="radio"/> Was NOT violated but another law/school policy/rule was violated. (such as school code of conduct) *

Please indicate which law/school policy/rule was violated: _____

Other information: _____

Please check all of the following consequences/remedial actions that apply:

<input type="checkbox"/> Verbal Warning	<input type="checkbox"/> Written Warning	<input type="checkbox"/> Parent(s) or guardian(s) notified	<input type="checkbox"/> Parent(s) or guardian(s) conference
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Over

○ Signed agreement to avoid further incidents	○ Support from counselor (follow-up)	○ Restricted privileges (includes loss of recess, isolated lunch, extracurricular activities, etc...)	○ Specialized seating arrangement
○ Individual Behavior Plan Focusing on bullying behaviors	○ Detention (includes Saturday school)	○ In School Suspension # of Days:	○ SRO Referral
○ Suspension or expulsion ○ # of Days:	○ Law enforcement involved	○ Community Service	○ Bus Suspension ○ # of Days:
○ Student conference with Administrator	○ Referral to Internal Team	○ No consequences warranted	○
○ Other:			

*Attach the bully's written statement or any evidence of the harassment or bullying (i.e. letters, notes, photos...)

Approved: 3/14/16

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

The Clarke 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. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

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” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and 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.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 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.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Equity Coordinator (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complaint 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 (hereinafter “Respondent” to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review all 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. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

Decision

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 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 as 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.

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 policy adopted pursuant to this section, 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.

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, 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.

Reviewed 3/24/14

Revised 3/14/16