

EDUCATIONAL PHILOSOPHY

Series 100

	Introduction
100	Legal Status of the School District
101	Educational Philosophy
102	Equal Educational Opportunity and Non-Discrimination Policy
102.E1	Annual Notice of Nondiscrimination
102.E2	Continuous Notice of Nondiscrimination
102.E3	Section 504 Student and Parental Rights
102.E4	Complaint Form
102.E5	Witness Disclosure Form
102.E6	Disposition of Complaint Form
102.R1	Grievance Procedure
103	Long Range Needs Assessment
104	Anti-Bullying/Harassment Policy
104.E1	Anti-bullying/Anti-Harassment Policy Complaint Form
104.E2	Anti-bullying/Anti-Harassment Witness Disclosure Form
104.E3	Anti-bullying/Anti-Harassment Disposition of Complaint Form
104.R1	Anti-Bully/Anti-Harassment Investigation Procedures
105	The People and Their School District

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 West Liberty Community School District.

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

Approved: 12/1/04

Reviewed: 11/20/17

Revised: 11/20/17

EDUCATIONAL PHILOSOPHY

The students of this district are one of our most important resources. It is the responsibility of parents and the district's schools, with the support of the community, to help prepare these students to be independent, responsible contributors to a rapidly changing world and to develop those attitudes that encourage them to be respectful and understanding of self and others in a diverse society.

Central to this process is the teaching of basic academic skills and the development of an educational environment that is safe and caring and provides appropriate and challenging learning experiences. An educational environment that is student-centered is fundamental to developing academic excellence and self-respect, to offering equal access and opportunity to all students, and to fostering enthusiasm for learning which will go beyond the classroom door and the formal school environment.

In order to support these educational opportunities and this educational environment, the district will employ qualified personnel who are student-centered, are well prepared to provide appropriate instruction, materials, and resources, believe that all students can learn, and feel a responsibility to the students that they teach. Additionally 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.

The needs of students are not the same. The school programs offered must offer varied instructional and curricular approaches that meet the needs and interests of all students, so that the intellectual, emotional, and physical development of each student is addressed. Although the interests of students can and should be used as an aid to teaching, these interests should not be allowed to dictate the curriculum. Students must be exposed to many areas of knowledge outside the range of their individual interests.

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 district believes emphatically in high standards of performance and those high expectations encourage each student to reach his or her own potential. High standards of academic performance and achievement will be established for all students with individual expectations being determined by the potential of each student. The district also believes that student achievement is a responsibility shared by students, families, school personnel, and community.

The primary responsibilities of the school are to develop those academic and life skills that will prepare students to be self-directed, collaborative, and contributing members of a rapidly changing global society. These skills would include such proficiencies as reading, communication, listening, mathematics, and technological literacy, as well as the ability to apply critical thinking skills and problem-solving strategies.

The district's schools will make contributions to the understanding of moral and ethical values, citizenship qualities, health, and the use of leisure time. However, these responsibilities are secondary to the intellectual development of the district's students and should be supported by the family, church, and other community institutions.

Approved: 11/16/87

Reviewed: 11/20/17

Revised: 11/20/17

EQUAL EDUCATIONAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

The West Liberty Community School District and its Board of Directors will not discriminate in its educational programs and/or activities on the basis of race, creed, color, gender, sexual orientation, marital status, gender identity, socioeconomic status, national origin, religion, disability, age (except for permitting prohibiting students to engage in certain activities) or genetic information in accordance with state and federal laws, rules, and regulations.

The District and the Board will not discriminate in employment opportunities on the basis of age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion, disability or genetic information.

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

Inquiries or grievances related to this policy may be directed to the Equity Coordinator, 310 W. Maxson Avenue, West Liberty, Iowa 52776, Telephone 319-627-2115; to the Director of the Iowa Civil Rights Commission, 400 East 14th Street, Des Moines, Iowa 50319-1004, 1-800-457-4416; to the Office for Civil Rights Chicago Office, United States Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661-4544, 312-730-1560; or to the Equal Employment Opportunity Commission Chicago Office, 500 W. Madison Street, Suite 2000, Chicago, Illinois 60661, 1-800-669-4000. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, 400 East 14th Street, Des Moines, Iowa 50319-0146.

Approved: 12/1/04

Reviewed: 11/20/17

Revised: 11/20/17

ANNUAL NOTICE OF NONDISCRIMINATION

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

- Agricultural, Food, and Natural Resources Education.
- Arts, Communications, and Information Systems.
- Applied sciences, technology, engineering, and manufacturing, including transportation, distribution, logistics, architecture, and construction.
- Health Sciences.
- Business, Finance, Marketing and Management.

The District and the Board will not discriminate in educational programs on the basis of race, creed, color, gender, sexual orientation, marital status, gender identity, socioeconomic status, national origin, sex, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information.

The District and the Board will not discriminate in employment opportunities on the basis of age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion, disability or genetic information.

There is a grievance procedure for processing complaints of discrimination. Any person having inquiries concerning the District's compliance with federal and/or state non-discrimination law is directed to contact:

Kyle Steffen
High School
310 W. Maxson Avenue
West Liberty, Iowa 52776
319-627-2115

This individual has been designated by the District to coordinate the District's efforts to comply with federal and/or state non-discrimination laws.

Approved: 8/15/16

Reviewed: 11/20/17

Revised: 11/20/17

CONTINUOUS NOTICE OF NONDISCRIMINATION

The West Liberty Community School District and the Board will not discriminate in educational programs on the basis of race, creed, color, gender, sexual orientation, marital status, gender identity, socioeconomic status, national origin, sex, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information.

The District and the Board will not discriminate in employment opportunities on the basis of age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion, disability or genetic information.

There is a grievance procedure for processing complaints of discrimination. Any person having inquiries concerning the District's compliance with federal and/or state non-discrimination law is directed to contact:

Kyle Steffen
High School
310 W. Maxson Avenue
West Liberty, Iowa 52776
319-627-2115

This individual has been designated by the District to coordinate the District's efforts to comply with federal and/or state non-discrimination laws.

Approved: 11/16/87

Reviewed: 11/20/17

Revised: 11/20/17

SECTION 504 STUDENT AND PARENTAL RIGHTS

The West Liberty Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. After it has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students, as a parent you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the West Liberty Community School District not to discriminate on the basis of race, color, national origin, sex, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Kyle Steffen, 310 W. Maxson Ave., 319-627-2115, ksteffen@wl.k12.ia.us For concerns specific to Section 504, you may contact the District 504 Coordinator, Vicki Vernon, 203 E 7th St., 319-627-2118, vvernon@wl.k12.ia.us

COMPLAINT FORM

Code No. 102.E4

Date of Complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else? (please identify the individual if you are submitting on behalf of someone else): _____

Who or what entity do you believe discriminated against you, (or someone else)? _____

Date and place of alleged incident(s): _____

Names of any witnesses(if any): _____

Nature of discrimination or non-compliance(check all that apply):

Age	Physical Attribute	Sex
Disability	Physical/Mental Ability	Sexual Orientation
Familial Status	Political Belief	Socio-economic Background
Gender Identity	Political Party Preference	Other - Please Specify:
Marital Status	Race/Color	
National Origin/Ethnic Background/Ancestry	Religion/Creed	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, or if there have been non-compliance. 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.

WITNESS DISCLOSURE FORM

Code No. 102.E5

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 or non-compliance (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"/>	

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

Code No. 102.E6

Date: _____

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 Respondent (include whether the Respondent is a student or employee):

Nature of discrimination or non-compliance (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"/>	

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: _____

GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the West Liberty Community School District shall have the right to file a formal complaint allowing discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or
Personnel Contact Person
(Informal and Optional - may be bypassed by the grievant)

Level One is informal and options may be bypassed by the complainant, including in instances of sexual discrimination. If a grievant chooses to participate in Level One, the grievant may choose to end the informal level One process at any time.

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, disability, color, sexual orientation, gender identity, genetic information or creed are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally if the parties agree. An applicant for employment with a complaint of discrimination based upon their age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion, disability or genetic information are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their race, creed, color, gender, sexual orientation, marital status, gender identity, socioeconomic status, national origin, religion, disability, age (except for permitting, prohibiting students to engage in certain activities, or genetic information are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved, with the objective of voluntarily resolving the matter informally if the parties agree.

Level Two - Compliance Officer

If the grievance is not resolved at Level One, and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The grievant will state the nature of the grievance and the remedy requested. The filing of the formal, written grievance at Level Two must be within fifteen (15) working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the grievance be held with the Compliance Officer. A minor student may be accompanied at the meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the grievance.

Level Three - Superintendent

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the Superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The Superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

Level four - Appeal to Local School Board

If the grievant is not satisfied with the Superintendent's decision, the grievant can file an appeal with the local school board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

This procedure in no way denies the right of the complainant 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 complaints, or to seek private counsel for complaints alleging discrimination.

The Educational Equity Coordinator is:

Kyle Steffen
High School
310 W. Maxson Avenue
West Liberty, Iowa 52776
319-627-2115

Office Hours are 8:00 a.m. to 4:00 p.m. Monday through Friday

Approved: 11/16/87

Reviewed: 11/20/17

Revised: 11/20/17

LONG-RANGE NEEDS ASSESSMENT

Long-range needs assessment enables the school district to analyze assessment data, gather feedback from district patrons about its expectations of students, and determine how well students are meeting learning goals. At least every five years the Board shall conduct a long-range needs assessment process that shall include provisions for collecting, analyzing and reporting information derived from local, state and national sources.

In conjunction with the needs assessment of the school district, the Board shall annually authorize the appointment of a School Improvement Advisory Committee, representing administrators, employees, parents, students and community members to make recommendations to the Board about major educational needs, student learning goals, long-range goals, and progress toward achieving goals.

It shall be the responsibility of the superintendent to ensure the school district community is informed of the Board's policies, programs, and goals and has an opportunity to express their thoughts and suggestions for the operation of the school district. The superintendent shall report annual to the Board about the means used to keep the community informed.

Approved: 11/16/87

Reviewed: 11/20/17

Revised: 11/20/17

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 of students by other 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 any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, gender, 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, gender, 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:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;

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

"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.

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student and/or;
- 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:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- 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:

- 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
- 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.

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

It also is the responsibility of the superintendent, in conjunction with the investigator 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 school district.

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;
- District newsletter and a copy shall be made for any person at the central administrative office at 111 W. 7th Street, West Liberty IA 52776.

Approved: 12/18/95

Reviewed: 11/20/17

Revised: 11/20/17

ANTI-BULLYING/ANTI-HARASSMENT POLICY COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident(s): _____

Description of incident(s): _____

Name of witnesses (if any): _____

Evidence of harassment of bullying, 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: _____

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of complaint: _____

Date of testimony/interview: _____

Date and place of incident(s): _____

Description of incident 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: _____

ANTI-BULLYING/HARASSMENT DISPOSITION OF COMPLAINT FORM

Date: _____

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 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"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

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: _____

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

The West Liberty 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 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.

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 building principal or designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

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 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 (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 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. 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 the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

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 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.

Approved: 11/20/17

Reviewed:

Revised:

THE PEOPLE AND THEIR SCHOOL DISTRICT

The board recognizes the value of interaction and participation with the citizens of the district community for the school district's educational program and operations. Popular control of public education is one of the cornerstones of a free society. The people exercise that control through their Board of Directors. The board will cooperate and participate, whenever possible, with the district community while carrying out its elected responsibilities.

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

Approved: 11/20/17

Reviewed:

Revised: