

STUDENT HARASSMENT, INTIMIDATION, AND BULLYING
COMPLAINT INVESTIGATION RULES

Anyone involved in any aspect of any complaint of harassment, intimidation, or bullying (including cyberbullying) shall maintain the highest level of confidentiality in order to protect the parties involved.

Students who believe they or anyone else are victims of harassment, intimidation, or bullying (including cyberbullying), or parent/guardians who believe their child is a victim of harassment, intimidation, or bullying (including cyberbullying), should immediately report their concerns to the principal or any other school personnel. Reports received by anyone other than the principal should be immediately relayed to the principal/designee.

All complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving office/designee.

The following procedure will be used:

1. Complaints should be presented verbally or in writing. Verbal complaints will be handled at the building level. Written complaints shall be presented to the principal/designee, unless the alleged offender is the principal/designee, in which case the complaint shall be presented directly to the Director of Student Services, 1205 S. 70th Street, West Allis, WI 53214. The complaint should include a specific statement of the alleged behavior, including details such as time, date, location, and circumstance of each alleged incident and should be signed and dated by the complainant.
2. The principal/designee will fully and promptly investigate all verbal and written complaints, notify the person(s) accused of the harassment, intimidation, or bullying (including cyberbullying), arrange meetings to discuss the complaint with all concerned parties, and submit a report (District Complaint Investigation Form Attached) of the results of the investigation to all parties as soon as possible after receiving the complaint. Any disciplinary action that is warranted may be decided by the principal/designee alone or may be made in accordance with the superintendent/designee.
3. If the results of the investigation are not satisfactory to the complainant, he/she may submit a written appeal to the Superintendent/designee. The appeal should include a statement of the complaint, the results of the investigation done by the principal/designee, and the nature of and reasons for the dissatisfaction with the results. Such appeals must be filed five (5) working days of receiving the principal/designee's investigation results. The Superintendent/designee will arrange a meeting with the complainant and any other necessary parties to discuss the appeal. The Superintendent/designee will give a written response to the appeal within ten (10) working days of receipt.
4. In the case of a harassment complaint, if the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education with five (5) school/business days of his/her receipt of the Superintendent/designee's response in Step 3. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives following the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) school/business days of this meeting.

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5. Individuals may submit complaints/appeals to other agencies as provided by state and federal laws.
6. A substantiated charge of harassment, intimidation, or bullying (including cyberbullying) against a student in the District will subject that student to both disciplinary action, (including suspension or Board of Education expulsion proceedings, in accordance with the Student Rights and Responsibilities Handbook) and new educational requirements so deemed appropriate by the Administration.
 - a. Bullying is to be distinguished from conflict (e.g. arguments/fights about a game being played on the playground). In accordance with Federal and State guidelines, bullying is intentional, repeated over time, and there is a real or perceived imbalance of power. Although most bullying circumstances are repeated over time, a single incident can be determined to be bullying if the other two criteria are both met. (i.e. the conduct is intentional and there is a real or perceived imbalance of power).
 - b. Bullying is characterized by aggression used within a relationship where the aggressor(s) has more real or received power than the target, and the aggression is repeated, or has the potential to be repeated over time.
 - c. Bullying can involve physical behavior or verbal, emotional, or social behaviors (e.g. excluding someone from social activities, making threats, withdrawing attention, destroying someone's reputation) and can range from blatant aggression to far more subtle and covert behaviors.
 - d. Cyberbullying, or bullying through electronic technology (e.g. cell phones, computers, online/social media) can include offensive text messages or e-mails, rumors, or embarrassing photos posted on networking sites, or fake online profiles.
 - e. It is possible that more than one bully may be involved in the victimization of a student.

CROSS REF.: 411, Student Harassment, Intimidation, and Bullying
447, Student Discipline
Current Employee Agreements

APPROVED: August 22, 2005

REVISED: February 23, 2015



**School District of
West Allis-West Milwaukee, et al.**
EDUCATIONAL ADMINISTRATION CENTER

Complaint Investigation

Student Name: _____ Grade: _____ School: _____

Parent Name: _____ Date: _____

I. Summary of Complaint Received

[Include specific bullet for each complaint received and include specific details on nature of the complaint, who brought the complaint to your attention, and the Board Policy that is relevant (if any) and which governs your response, eg. School Board Policy 411.1R for bullying]

II. Review of Administrative Action Taken

(Include number of witnesses interviewed, meeting with complainants, review of any pertinent records or documents)

III. Findings of Fact and Determination

(Re-state each specific complaint brought in bullet format and then document clearly what you found.)

IV. Corrective Action To Be Taken

(Include disciplinary action, education, and restorative practices)