

HARASSMENT AND VIOLENCE/STAFF PROTECTION

PURPOSE

It is the policy of the Monongalia County Board of Education that all of its students and school employees have an educational and work setting that is safe, secure, and free from harassment, intimidation or bullying of any kind. Therefore, the purpose of this policy is to prevent all forms of harassment, intimidation, or bullying, to protect the educational and working environment, to assure the prompt and efficient response to such incidents, and to deter future incidents from occurring. The Monongalia County Board of Education shall not tolerate acts of harassment, intimidation or bullying and conduct that constitutes harassment, intimidation or bullying, as defined herein, is strictly prohibited.

RESPONSIBILITY

The Monongalia County Board of Education and its Superintendent are responsible for administering this policy.

1. Harassment, intimidation, or bullying, in any form, that occurs on property owned or operated by the Monongalia Public School System, during any school-related activity, or in any manner which negatively affects the operation of the school system in a significant way, regardless of when, where or how the incident or incidents occur, is prohibited and subject to the provisions of this policy.
2. Buildings facilities and other property owned or operated by the Monongalia County School System shall not be leased or loaned to any individual or organization in violation of this policy
3. Any individual, group or organization affiliated with the Monongalia County Board of Education, in any capacity, including without limitation the mentoring, “co-op”, shadowing, internships, or volunteers programs, or as chaperones, sponsors, or vendors, shall abide by this policy.
4. Violations of this policy are subject to sanctions, up to and including termination of employment, expulsion, or exclusion from Board of Education property, facilities, and activities.

AUTHORITY

Source: Board of Education Minutes
Legal Reference: West Virginia School Law: §18A-2-8,
State Board Policy 2421 and implementing guidelines
ADOPTED: 07-28-98; Revised: 06/11/02; 05/24/05; 12/21/10; 9/13/11

SEE PROCEDURE 7- 04

MONONGALIA COUNTY FILE PROCEDURE 7- 04

HARASSMENT AND VIOLENCE

DEFINITIONS

I. DEFINITIONS

1. **Harassment, Intimidation, or bullying** means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication transmission or threat that a reasonable person under the circumstances should know will have the effect of:
 - A. Harming a student;
 - B. Damaging a student's property;
 - C. Placing a student in reasonable fear of harm to his or her person; or is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or emotionally abusive educational environment for a student.
 - D. Disrupts or interferes with the orderly operation of the school.

Harassment, intimidation or bullying may include but is not limited to:

- Physical contact or threats of physical contact (striking, shoving, kicking, etc.);
 - Use of offensive coarse utterance, gesture, display or abusive language to any person;
 - Following a person in or about a place;
 - Assembling with other students to engage in disorderly conduct; or
 - Making malicious remarks designed to intimidate, insult, humiliate, embarrass or in any other manner abuse verbally or in writing any School District Employee, administrator, or student.
 - An electronic act, communication, transmission or threat includes but is not limited to one which is administers via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such devise.
2. **Sexual harassment** means any unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual Harassment occurs when;
 - A. Submission to such conduct or communication is made a term or condition, either explicitly employment or education;
 - B. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;

- C. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's educational or employment performance or creating an intimidating, hostile or offensive employment or educational environment;
- E. Such conduct or communication creates an intimidating, hostile or offensive environment (one in which unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation) makes a student or employee feel uncomfortable; or
- F. Aggressive, harassing behavior in the work place or school affects working or learning, is directed at an individual based on gender or sexual orientation.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal harassment or abuse in matters pertaining to sexuality;
- Unwelcome pressure for sexual activity;
- unwelcome sexually motivated or inappropriate touching, patting, or physical contact;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status;
- Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender or sexual orientation; or
- The use of authority to emphasize the sexuality of an individual in a manner that prevents or impairs the individual's full enjoyment of educational or employment benefits, climate or opportunities.

3. Racial harassment means physical, verbal or written conduct relating to an individual's race when the conduct:

- A. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- B. Has the purpose or effect of substantially or unreasonable interfering with an individual's work or academic performance; or
- C. Otherwise adversely affect an individual's employment or academic opportunities.

Racial harassment includes but is not limited to:

- Use of demeaning language with racial connotations;
- Use of language or gestures which imply inferiority of a race;
- Gestures or words that are disrespectful to a race or individual (jokes are included);
- Ignorance or intolerance of cultural differences; or
- Unwelcome behavior, verbal or written words or symbols directed at an individual because of race.

4. Religious/ethnic/national origin harassment means physical, verbal or written conduct which is related to an individual's religion, ethnic background, or national origin when the conduct:

- A. Has the purpose or effect of creating an intimidating, hostile or offensive working or educational environment;
- B. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or educational performance, or otherwise adversely affects an individual's employment or academic opportunities.

Religious/ethnic/national origin harassment includes but is not limited to:

- Use of demeaning language with religious, ethnic or national origin connotations;
- Use of language or gestures which imply inferiority of a religious, ethnic or national origin group;
- Gestures or words that are disrespectful to a religion, ethnic or national origin groups or individual (jokes are included); or
- Unwelcome behavior, verbal or written words or symbols directed at an individual because of religion, ethnicity, or national origin.

5. Disability harassment means, physical, verbal or written conduct which is related to an individual's disability when the conduct:

- A. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- B. Has the purpose or effect of substantially or unreasonably interfering with an individual's working or academic environment; or
- C. Otherwise adversely affects an individual's employment or academic opportunities.

Disability harassment includes but is not limited to:

- Use of demeaning language about any type of disability or perceived disability;
- Use of gestures or behaviors that are disrespectful to disabled individuals or groups;
- Ignorance or intolerance regarding persons with disabilities.
- Unwelcome behavior, verbal or written words or symbols directed at an individual because of his or her disability.

6. Sexual violence means any physical act of aggression or force or threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts.

Sexual violence may include but is not limited to:

- Touching, patting, grabbing, or pinching another person’s intimate parts whether of the same sex or the opposite sex;
 - Coercing, forcing or attempting to coerce or force the touching of anyone’s intimate parts;
 - Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - Threatening or forcing exposure of intimate apparel or body parts by removal of clothing.
7. **Cyber Bulling** means harassment, intimidation, or bullying, in any form, which is directed toward any student, School District Employee or administrator by using Computer, Internet, electronic mail, telephone, mobile telephone, pager or any other technology or digital device. Cyber Bulling, whether initiated on or off school property, occurs when the conduct:
- a. Has the purpose or effect of creating an intimidating, hostile or offensive working or educational environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual’s working or educational environment; or
 - c. Otherwise adversely affects an individual’s working or educational opportunities.
8. **Intimate parts** mean the primary genital area, groin, inner thigh, buttocks or breast areas, as well as the clothing covering these areas.
9. **Racial violence** means a physical act of aggression or assault upon another because of or in a manner reasonably related to race.
10. **Religious/ethnic/national origin violence** is a physical act of aggression or assault upon another because of or in a manner reasonably related to religion, ethnicity or national origin.
11. **Assault** is an act done with intent to cause fear in another of immediate bodily harm or death; the threat to do bodily harm to another with present ability to carry out the threat.
12. **School District Employee** means any person employed by the Monongalia County Board of Education and includes, without limitation, administrative employees, professional employees, service employees, and substitute employees.
13. **Title IX Director** means the person responsible for ensuring that the Monongalia County Board of Education complies with federal requirements set forth under Title IX.
14. **Substantiated** means that sufficient, factual evidence exists to support the conclusion that harassment, intimidation or bullying likely occurs.
15. **Unsubstantiated** means that insufficient, factual evidence exists to support the conclusion that harassment, intimidation or bullying likely occurred.

II. REPORTING AND INVESTIGATORY PROCEDURES

1. OVERVIEW

- A. **Policy Violation.** Allegations of harassment, intimidation or bullying must have a substantiated basis in fact and constitute a violation of this policy in order to warrant remedial action by the school district.
- B. **Totality of Circumstances.** In determining whether alleged conduct constitutes a violation of this policy, the School District shall consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- C. **Relationships with Students.** Amorous and/or sexual relationships between School District Employees and students are prohibited. School District Employees who violate this policy are subject to the penalties set forth herein, up to and including termination of employment and/or criminal sanctions.
- D. **Investigations.**
- 1) The principal may designate administrators or other qualified School District Employees to assist in the investigatory process.
 - 2) The Title IX Director may designate a qualified administrator to assist in the investigatory process.
 - 3) The investigator must be completely independent from the conduct giving rise to the investigation. The accused (harasser or bully) or victim may not conduct any interview during the investigatory process.
 - 4) Unless otherwise required, the principal or the principal's designee shall investigate any allegation(s) of harassment, intimidation or bullying occurring on school property, on school buses, at a school-related event, or occurring in any manner which substantially or unreasonably interferes with the school environment.
 - 5) The Title IX Director or his/her designee shall investigate any allegations of harassment, intimidation or bullying involving School District employees. Upon receiving any such report or complaint, the principal or Principal's designee shall immediately notify the Title IX Director.
 - 6) Individuals investigating allegations of harassment, intimidation or bullying must at a minimum:
 - Document each incident;
 - Interview the complainant(s), the individual(s) against whom the complaint is filed, and any other individual who may have knowledge of the alleged incident(s) or circumstance(s) generating the complaint;
 - Document each interview;
 - Review school records and/or physical evidence;
 - Make direct observations where applicable.
- E. **Confidentiality.** All information collected during the investigatory process and resolution of complaints is confidential.
- 1) Confidential information may include but is not limited to:
 - The filing of a complaint;
 - The identity of subjects, investigators, and/or witnesses identified in the complaint;

- Any action taken as a result of such complaint.
- 2) Only those individual necessary to investigate and resolve a complaint shall receive information regarding that complaint.
 - 3) All information related to a reported incident is exempt from the disclosure provision of the Freedom of Information Act set forth in W.Va. Code §29B1-1, *et seq.* Violating the confidentiality of any incident invoking this policy may result in disciplinary action, up to and including termination of employment or expulsion.
- F. **Immediacy.** The School District shall take immediate steps, at its discretion, to protect the complainant, student(s), School District Employees, or members of the public, pending completion of the investigation of an incident that may violate this policy.
- G. **Retaliation.** The School District shall discipline or take appropriate action against any student, teacher, administrator, or other School District Employee who retaliates against, or attempts to retaliate against, any person who reports alleged harassment, intimidation, or bullying; who files a complaint of harassment, intimidation or bullying; or who testifies, assists or participates in any investigation, hearing or proceeding related to such harassment, intimidation or bullying. Retaliation may include but is not limited to any form of threat, intimidation, reprisal or discrimination.
- H. **Parental or Guardian Notification.** The principal or the principal's designee, or the Title IX Director or their designee, shall notify the parent(s) or legal guardian(s) of any student(s) involved in an incident that may violate this policy and shall do so by telephone, personal conference, and/or in writing on the same day an investigation of the incident(s) is initiated. Notification shall be consistent with student privacy rights set forth under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- I. **Disciplinary Action.** This policy is designed to end all forms of harassment, intimidation or bullying and to prevent the recurrence of such conduct. Appropriate remedial measures may be taken to effectuate the purpose of this policy, including but not limited to:
- Admonishment
 - Temporary removal from classroom
 - Letter of reprimand
 - Loss of privileges
 - Detention
 - In-School Suspension
 - Out-of-School Suspension
 - Exclusion from school activities, premises and functions
 - Expulsion
 - Suspension of Employment
 - Termination of Employment
 - Revocation of Licensure
 - Legal action
 - Participation in educational or counseling intervention, or both

- Any other discipline prescribed by the Superintendent of Schools

2. REPORTING PROCEDURES:

A. Mandatory Reporting by School District Employees. School District Employees shall report any incident involving harassment, intimidation or bullying of which they are aware to the principal, the principal's designee or the Title IX Director. All other members of the school community, including students, parents or legal guardians, volunteers, vendors, and visitors are encouraged to report any act that may be a violation of this policy to the principal and/or the principal's designee.

B. Harassment, Intimidation or Bullying as Abuse. Under certain circumstances, alleged violations of this policy may constitute child abuse and/or neglect under West Virginia law. School officials shall report all conduct that may be considered child abuse and/or neglect consistent with West Virginia's mandatory reporting laws.

C. General Reporting. The victim of harassment, intimidation or bullying, anyone who witnessed such conduct, or anyone who has credible information that such conduct has occurred or is occurring, should immediately notify a School District Employee, the principal and/or the principal's designee, or the Title IX Director of such conduct.

- 1) **Form-E1** is used to document the initial complaint or report of harassment, intimidation or bullying. Form E-1 should be accompanied by a written summary of the incident. Use of formal reporting forms is not mandatory; however, the Board of Education encourages the reporting party or complainant to use Form-E1 to report any incident involving a potential violation of this policy. Form E-1 is available from each school's administrative offices; from the Monongalia County Board of Education's administrative office located at 13 South High Street, Morgantown, West Virginia, 26501; or from the Monongalia County Schools web page as part of Policy 9-32.
- 2) **Form-E2** is used by the Title IX Director or his/her designee, or the principal or the principal's designee, to communicate the outcome of the investigatory process to the complainant.
- 3) **Form-E3** is used by the Superintendent or his/her designee, or the principal or the principal's designee, to communicate substantiated reports of harassment, intimidation or bullying to the West Virginia Department of Education.

D. Reports Involving School District Employees.

- 1) If the complaint or report implicates a School District Employee, the principal or the principal's designee shall immediately forward the complaint or report to the Title IX Director, who shall have primary authority to investigate the incident.
- 2) If the complaint or report implicates the principal or the principal's designee, the reporting party shall submit the complaint or report directly to the Title

IX Director or their designee, who shall have primary authority to investigate the incident.

3) If the complaint or report implicates the Title IX Director, the reporting party shall submit the complaint or report directly to the Superintendent who shall have primary authority to investigate the incident.

4) If the complaint or report implicates the Superintendent, the reporting party shall submit the complaint or report directly to the President of the Monongalia County Board of Education.

E. Anonymous Reports. Complaints or reports may be submitted anonymously and shall be investigated pursuant to this policy.

F. Malicious or Improper Motives. Any person who submits a complaint or report alleging a violation of this policy for malicious or improper purposes is subject to appropriate disciplinary action, up to and including termination of employment or expulsion.

3. **GENERAL INVESTIGATION PROCEDURES.** The following procedures apply when allegations of harassment, intimidation or bullying do not implicate a School District Employee:

A. Upon receiving a complaint or report involving a violation of this policy, the person receiving the complaint shall immediately notify the principal or the principal's designee about the incident.

B. The principal or the principal's designee shall attempt to obtain a completed Form E1.

C. If a report is submitted verbally and the complainant chooses not to complete Form E1, the principal or the principal's designee shall summarize the verbal report in written form and complete Form-E1 within twenty-four (24) hours. The complainant shall be asked to sign the written summary report prepared by the principal or the principal's designee.

D. The principal or the principal's designee shall forward Form-E1 and the written report provided by the complainant or the summary of the verbal report within twenty four (24) hours to the Title IX Director. The Title IX Director or their Designee shall inform the Superintendent of any such investigation.

E. The principal or the principal's designee shall interview the complainant(s) within five (5) working days after receiving the complaint, unless exceptional circumstances require otherwise.

F. The principal or the principal's designee shall interview the accused party and any witness or witnesses mentioned in the complaint within ten (10) working days, unless exceptional circumstances require otherwise.

G. The principal or the principal's designee shall

1) Conduct interviews privately, separately, and confidentially.

2) Require a witness to be present during each interview.

3) Collect and evaluate facts which shall include without limitation:

- A description of incident(s) including the nature of the behavior and the context in which the alleged incident(s) occurred;

- The frequency of the conduct;
 - The presence of past or continuing patterns of behavior;
 - The relationship between the parties involved;
 - The characteristics of the parties involved (i.e., grade, age, etc.);
 - The identity and number of individuals involved;
 - The location of the alleged incident(s);
 - The impact of the conduct on the complainants' educational or working environment;
 - Any other facts or data considered relevant to resolving the incident.
- H. If age appropriate, each person interviewed shall be asked to prepare a written statement of their knowledge of the incidents alleged in the complaint. If the person interviewed refuses to or is unable to prepare a written statement, the principal or their designee shall prepare the written statement based on the verbal account of the individual.
- I. The principal or the principal's designee shall submit a written report to the Superintendent stating whether the allegations of harassment, intimidation or bullying were substantiated and/or whether the conduct violated this policy. The Superintendent shall ensure that appropriate disciplinary or other action is carried out within fifteen (15) working days after receiving the initial complaint.
- J. The principal or the principal's designee shall deliver Form E-2 to the complainant within twenty (20) working days after receiving the initial complaint, informing the complainant whether the allegations were substantiated and whether the conduct violated this policy.
- K. If allegations of harassment, intimidation or bullying are fully or partially substantiated, the principal or the principal's designee shall submit Form E-3 to the Title IX Director to be forwarded to the West Virginia Department of Education.
4. **INVESTIGATION PROCEDURES FOR SCHOOL DISTRICT EMPLOYEES.** The following procedures apply when allegations of harassment, intimidation or bullying implicate a School District Employee:
- A. Upon receiving a complaint or report alleging violations of this policy that implicates any School District Employee, the person receiving the complaint or report shall immediately notify the principal or the principal's designee about the incident.
- B. The principal or the principal's designee shall immediately notify the Title IX Director, who shall assume primary authority for investigating the incident.
- C. The Title IX Director or his/her designee shall attempt to obtain a completed Form E-1.
- D. If a report is submitted verbally and the complainant chooses not to complete Form E-1, the Title IX Director or his/her designee shall summarize the verbal report in written form and complete Form E-1 within twenty-four (24) hours. The complainant shall be asked to sign the written summary report prepared by the Title IX Director or his/her designee.
- E. The Title IX Director or his/her designee shall forward Form E-1 and the written report provided by the complainant or the summary of the verbal report within twenty-four (24) hours to the Superintendent.
- F. The Title IX Director or his/her designee shall interview the complainant(s) within five (5) working days after receiving the complaint, unless exceptional circumstances require otherwise.

- G. The Title IX Director or his/her designee shall interview the accused party and any witness or witnesses mentioned in the complaint within ten (10) working days, unless exceptional circumstances require otherwise.
- H. The Title IX Director or his/her designee shall:
- 1) Conduct interviews privately, separately, and confidentially.
 - 2) Require a witness to be present during each interview.
 - 3) Collect and evaluate facts which shall include without limitation:
 - A description of incident(s) including the nature of the behavior and the context in which the alleged incident(s) occurred;
 - The frequency of the conduct;
 - The presence of past or continuing patterns of behavior;
 - The relationship between the parties involved;
 - The characteristics of the parties involved (i.e., grade, age, etc.);
 - The identity and number of individuals involved;
 - The location of the alleged incident(s);
 - The impact of the conduct on the complainants' educational or working environment;
 - Any other facts or data considered relevant to resolving the incident.
- I. If age appropriate, each person interviewed shall be asked to prepare a written statement of their knowledge of the incidents alleged in the complaint. If the person interviewed refuses to or is unable to prepare a written statement, the Title IX Director or his/her designee shall prepare the written summary based on the individual's verbal statement.
- J. The Title IX Director or his/her designee shall recommend to the Superintendent appropriate disciplinary action within fifteen (15) working days after receiving the initial complaint. The Superintendent shall ensure that appropriate disciplinary or other action is carried out.
- K. The Title IX Director or his/her designee shall deliver Form E-2 to the complainant within twenty (20) working days after receiving the initial complaint, informing the complainant whether the allegations were substantiated.
- L. If allegations of harassment, intimidation or bullying are fully or partially substantiated, the Title IX Director or his/her designee shall submit Form E-3 to the Superintendent to be forwarded to the West Virginia Department of Education.

5. INCIDENTS OCCURRING OFF SCHOOL PROPERTY

- A. Chaperones, sponsors, volunteers, vendors, or any other person who observes an incident that may violate this policy, or who receives a complaint or report involving allegations of harassment, intimidation or bullying, shall immediately notify the principal of the school sponsoring the activity or the Title IX Director.
- B. Upon receipt of the complaint, the principal and/or his/her designee shall follow the steps outlined under section 3 and/or section 4.

6. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

A. In addition to the foregoing, any individual may pursue the following alternative complaint procedures:

- Filing charges with West Virginia Human Rights Commission.
- Filing an employee grievance under WV Code §6C-2-1, et seq.;
- Filing a citizen's appeal under West Virginia Policy 7211;
- Filing a Title IX grievance;
- Initiating a civil action;
- Seeking redress under state or federal criminal law.

7. APPEAL PROCEDURES

- A. If either the complainant or the accused is not satisfied with the investigator's conclusion and/or the Superintendent's recommendation; a written appeal may be submitted to the Superintendent within ten (10) working days.
- B. The Superintendent or the Superintendent's designee may conduct such further investigation as deemed appropriate and may either affirm, modify, or reverse the original decision. Such action should be completed within ten (10) working days after receipt of the written appeal.

8. DISSEMINATION OF POLICY

- A. The principal of each district school shall conspicuously display this policy or a summary hereof in an area of the school which is accessible to students, School District Employees, volunteers, and parents or guardians.
- B. A summary of this policy will be placed in student handbooks.
- C. A complete copy of this policy is available in the building administrator's office of every school in the Monongalia County Public Schools System and shall be accessible on the Monongalia County Schools webpage.
- D. The principal or Principal's Designee shall review this policy annually with School District Employees.

MONONGALIA COUNTY PUBLIC SCHOOLS
HARASSMENT, INTIMIDATION, AND BULLYING INCIDENT REPORT FORM

This form is used to report conduct which may violate Policy 9-32/7-04- Harassment, Intimidation, and Bullying.
However, this form is not required to report an alleged incident.

Date: _____ **Time:** _____

Name of Complainant (Person reporting this violation*): _____

Title of Complainant (Circle one):

Student – Teacher – Other School Staff – Administrator – Other

Address: _____

Telephone number: _____

Name of Person Completing this Form (circle one if different from above):

Student – Teacher – Other School Staff – Administrator – Other

Address: _____

Telephone number: _____

Report of Incident(s) Please describe in your own words what you observed and/or the information of which you have knowledge with as much specific detail as you are able to recall. Be sure to answer the basic questions of who, what, when, where, and if possible why. Be sure to include the name(s) of any other person(s) who observed or may have observed these events. This form may be filled out by the complainant or by the building principal, Assistant Superintendent of Pupil Services, or other School District Employee who has received an oral complaint from the complainant. Use the back of this page if the space provided is insufficient.

Have you reported this or similar behavior before? If so, please indicate to whom and date reported.

List any other person who may have knowledge regarding this matter. Provide names, addresses, and phone numbers, if known. Briefly state what the persons are believed to know.

I affirm that the foregoing is a true and accurate account/report of my observations. I sincerely believe the relevant information that I have given above describes a violation of the Harassment, Intimidation, and Bullying Policy. I understand that disciplinary action may be taken against me for filing a false complaint.

Signature of Complainant*

Today's Date

*Names of students and other involved in the complaint process must be kept confidential in accordance with Monongalia County Schools Confidentiality Policy.

(Office use only)

School Building _____

School Year _____

Grading Period/Semester _____

Complaint No. _____

Signature of Complaint Receipt Officer

Signature of Building Principal

(Note: signatures indicate receipt of this form only)

MONONGALIA COUNTY PUBLIC SCHOOLS
HARASSMENT, INTIMIDATION, AND BULLYING INVESTIGATION REPORT FORM

This form is used to inform the complainant about the outcome of investigation(s) into conduct which may violate Policy 9-32: Harassment, Intimidation, and Bullying.

School Building: _____ School Year: _____
Grading Period/Semester: _____ Complaint No. _____
Principal or Supervisor; _____ Complainant: _____

Conclusion of Investigation. Check one and fill in all blanks spaces as necessary. (Authorized official school use only)

- The allegations made in complaint no. _____ have been substantiated as factual and they appear to constitute a violation of the harassment, intimidation, and bullying policy.
- The allegations made in complaint no _____ have been substantiated as factual; however, they do NOT appear to constitute a violation of the harassment, intimidation, and bullying policy.
- The allegations made in complaint no. _____ have NOT been substantiated as factual.
- Other conclusion(s): _____

RECOMMENDATIONS:

Investigator (Print) Investigator's signature Date

Witness (Print) Witness's signature Date

Cc: Assistant Superintendent of Pupil Services

MONONGALIA COUNTY PUBLIC SCHOOLS
HARASSMENT, INTIMIDATION, AND BULLYING REPORT FORM TO WV DEPT. OF EDUCATION

For each substantiated report of harassment, intimidation or bullying, please complete this form for reporting purposes only and submit it to the Assistant Superintendent of Pupil Services to be forwarded to the West Virginia Department of Education. The case number is to be recorded based on the order in which an incident is reported.

Case Number: _____ School Location Code: _____

County Location Code: _____ Date(s) of Occurrence: _____

VICTIM INFORMATION

Student _____ Age _____ Grade _____ Gender _____

TYPE OF HARASSMENT, INTIMIDATION, OR BULLYING:

_____ RACIAL _____ RELIGIOUS _____ OTHER
_____ SEXUAL _____ DISABILITY
_____ ETHNIC _____ CYBER

Brief description of incident(s): _____

Police Report Filed: _____ YES _____ NO

Human Service Notified: _____ YES _____ NO

VIOLATOR INFORMATION

Student _____ Age _____ Grade _____ Gender _____

Staff _____ Member of Public _____ Gender _____

Notate race, sex, religion, ethnicity, national origin or disability, or any other relevant information:

Recommended Action: _____

Action Taken: _____