



NEW ALBANY
PLAIN LOCAL SCHOOLS
ADMINISTRATIVE OFFICE

Reports of Bullying or Harassment

As a Learning Community it is our joint responsibility to create and maintain an atmosphere where students, staff, parents, and visitors feel safe, respected, and valued. The harassment, bullying, or intimidation of staff, students, or other individuals will not be tolerated on school property or at any school-sponsored activities.

All allegations of bullying or harassment will be promptly investigated in accordance with the following procedures:

Step 1

Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be reported to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Information may be initially presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates. If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step 2

The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Step 3

If the complainant is not satisfied with the decision at Step 2, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step 2 decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

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