



SCS Harassment Reporting/Responding Protocol

In order to ensure the safety of our students, and strict adherence to procedural and legal guidelines, it is imperative that all district employees respond to and investigate bullying and harassment using the following protocol.

Procedures and Reporting Protocols

1. **Formal Report** - All incidents of reported harassment/intimidation must be submitted to the principal team utilizing the district's formal reporting forms.
2. The investigator, upon receiving the formal report, secures any witness statements, and completes both the **victim and offender response sheets**. Parents/guardians of both the victim and the offender must be notified upon receiving the report and be given appropriate information pertaining to the report.
3. If the act is verified, the parents/guardians of the *Perpetrator* must be notified in writing of that finding with a description of discipline imposed included. The offender response form allows for this.
4. If the act is verified, the parents/guardians of the *Victim* must be notified in writing with care taken to respect privacy rights of the *Perpetrator*.
5. A **Cease and Desist Order** should be issued in all verified acts.
6. For allegations of criminal misconduct, a report must be made to law enforcement and the District must still conduct its own investigation. If the administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act to one of the Anti-Harassment Compliance Officers.
7. For allegations of Child Abuse, a report must be made to Children's Services and the District must still conduct its own investigation.
8. The principal or guidance counselor should follow-up with the Victim and the Victim's family one week, and one month, after the incident.
9. A copy of each formal report should be maintained in the building principal's office who will generate bi-annual data for required reporting to the Board of Education President.

Discipline

The administration of discipline is left to the building administrative teams due to the range of severity in bullying and harassment situations. In all verified cases, a Cease and Desist is to be issued. Any incidence of harassment following a Cease and Desist with the named Victim should result in suspension. Repeat offenders should be reported to the authorities for menacing.