

## LEGAL STATUS OF THE SCHOOL DISTRICT

All powers not specifically granted to the federal government are reserved to the states. Iowa's constitution authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a corporation created and organized under Iowa Law. This school district shall be known as the CARLISLE COMMUNITY SCHOOL DISTRICT.

This school corporation is located in Warren and Polk counties, and its affairs are conducted by locally-elected school officials, the Carlisle Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in its territory.

Legal Reference: Iowa Constitution, art. XI, §§1, 8, 12.  
Iowa Code §§274.1, .2, .6, .7, .275.35, 277.23, 278.1(10), 279.8  
(1993).

Cross Reference: 200 Legal Status of the Board of Directors

## EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

The ultimate purpose of education is to help students become effective citizens of a democracy. As a school corporation of Iowa, the Carlisle Community School District, acting through its board of directors, is dedicated to promoting equal opportunity for a quality public education to enrolled students. A quality public education includes the transmission of the knowledge, exposure to the social mores, and establishment of common experiences which society expects of individual members. Students of this community have the privilege of participating in formal education utilizing the students' present understandings to help them grow in the present and prepare for a lifetime in our rapidly changing society. This education is intended to promote the social economic, cultural and physical well being of the individual person, in order to preserve and maintain the continued development of our society as a democratic institution.

It is the belief of the board that all children can learn and can be held accountable for the essential curriculum. A student's rate of learning can be changed, and the key elements of a student's success rate with learning are effective teaching and student commitment to learn.

The Carlisle Community Schools exist to develop and improve the academic instruction, curriculum and facilities so that every individual student will be provided with the opportunity to perceive and develop their potential for the benefit of self and society. A variety of educational experiences will be provided for the individual student in order to develop a positive self-concept and become more fully aware of the needs of a complex society. These experiences will encourage the development of students' abilities and identify their interests and goals in life. Each student will develop the ability to read with understanding, write with clarity, communicate with verbal effectiveness and to think and solve problems. An environment will be created within which students will be encouraged to be honest, responsible and productive citizens in our democratic society.

Legal Reference: Iowa Code §256.11 (1993).

Cross Reference: 103 Equal Educational Opportunity  
200 Legal Status of the Board of Directors

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SCHOOL DISTRICT INSTRUCTIONAL ORGANIZATION

The Carlisle Community School District offers an educational program for grades kindergarten (K) through twelve (12). The levels of instruction are organized by the following levels:

Grades pre-kindergarten (pre-K) through three (3) shall attend Carlisle Elementary School, at 430 School Street in Carlisle.

Grades four (4) and five (5) shall attend Hartford Upper Elementary School at 500 N. Vine in Hartford.

Grades six (6) through eight (8) shall attend Carlisle Middle School at 325 Scotch Ridge Road in Carlisle.

Grades nine (9) through twelve (12) shall attend the Carlisle High School at 430 School Street in Carlisle.

Each school building will have a principal responsible for the administration and management of the school building, the school building personnel and educational program. The principals shall work closely with the superintendent, who shall oversee the administration and management of the school district.

Legal Reference: Iowa Code §§256.11, 275.1, 279.11, 280.14 (1993).  
281 Iowa Admin. Code 12.1, .3(11). .5

Cross Reference: 201.2 Organization of the Board of Directors  
501 Student Attendance

**APPROVED 5-11-04**  
**Revised/Approved 01-14-08**

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status.

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

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Legal Reference: 20 U.S.C. §§ 1221 *et seq.* (2004).  
20 U.S.C. §§ 1681 *et seq.* (2004).  
20 U.S.C. §§ 1701 *et seq.* (2004).  
29 U.S.C. § 794 (2004).  
42 U.S.C. §§ 12101 *et seq.* (2004).  
34 C.F.R. Pt. 100 (2004).  
34 C.F.R. Pt. 104 (2004).  
Iowa Code §§ 216.9; 256.11, .11A; 280.3 (2007).  
281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District  
401.1 Equal Employment Opportunity  
500 Objectives for Equal Educational Opportunities for Students  
506.1 Student Records

**Approved 01-14-08**

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Carlisle Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact:

(Title) Superintendent

(where located) Carlisle School Administration Office, 430 School Street, Carlisle, IA 50047

(telephone number) 515-989-3589

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3 (2007).

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging 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)

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity\_or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity\_or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and "marital status" isn't a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status, sexual orientation, gender identity\_or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

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 complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 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 complaint be held with the Compliance Officer. A minor student may be accompanied at that 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 complaint.

Level Three - Superintendent/Administrator

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.

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

GRIEVANCE PROCEDURE

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights <http://www.state.ia.us/government/crc/index.html> or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

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

The Compliance Officer is:

Name Diana Whited

Office Address Administration Office, 430 School Street, Carlisle, IA 50047

Phone Number 515-989-3589

Office Hours 8:00 a.m. – 4:30 p.m.

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## 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 education 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, whenever possible, with the district community to participate in 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.

Legal Reference: Iowa Code §§25A, 613A (1993).

Cross Reference:	209	Committees of the Board
	215	Public Hearings
	402.6	Relations with Vendors
	504.8	Student Work/Intern Programs
	607.10	Community Resource People
	703.3	Public Review of Budget
	901	Public Communications
	904	Public Participation in the District
	904.2	School District Volunteers
	905	Community Activities Involving Students
	906	Relations Between School Personnel and the Public
	906.1	Participation in Community Life

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## LONG-RANGE NEEDS ASSESSMENT

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectations of students and determines how well students are meeting student learning goals. In addition, needs assessments allow the community along with the school district to look at current issues/needs and prioritize them so that the learning experiences of the students are maximized. The board shall conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, higher education and community members, regarding their expectations for adequate student preparation as responsible citizens and successful wage earners.

In conjunction with the in-depth needs assessment of the school district, the board shall authorize the appointment of a committee, representing administrators, employees, parents, students and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program. This group will be referred to as the School Improvement Advisory Committee (SIAC). In addition, the board may request that a committee be formed to prioritize issues as they arise (e.g., Infrastructure Committee).

The school district will provide opportunities for local feedback on an ongoing basis in several ways. The SIAC will meet several times throughout the year. A community-wide meeting will be facilitated by Heartland AEA staff as outlined in the continuous school improvement plan. In addition, the district will print and distribute an APR public report. Finally, the principals and superintendent will post on the web and send home monthly newsletters seeking to keep all patrons apprised of district efforts.

It shall be the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent shall report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board shall determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

**APPROVED 5-11-04**

**Revised 03-09-2009**

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## LONG-RANGE NEEDS ASSESSMENT

The Advisory Committee meets at least bi-monthly to facilitate the process of long-range needs assessment. This process includes provisions for the collecting, analyzing, and reporting of information derived from:

### Internal Data Sources

Community Needs Assessment Information  
Teacher Surveys pertaining to perception of district needs  
Student Surveys  
Recent Graduate Surveys (Annually)  
District-wide Assessment results  
Technology Survey  
Classroom Assessment Results  
Curriculum Audits  
Attendance Statistics

### External Data Sources

State of Iowa Condition of Education Report  
NCTM, McRel, and national standards for subject areas  
Research based literature reviews of best practices in Reading, Math and Science  
Equity Audit (Spring 2000)  
Special Education Audit (Spring 2004)

The Advisory Committee recommends major educational needs including: Student learning goals, long-range goals, and annual goals to the board. Progress toward the annual improvement goals and other locally determined indicators will be presented to the board in the fall as well as to the public and the Department of Education.

**APPROVED 5-11-04**

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## 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 students, school employees, and 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: 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. Harassment against employees based upon race, color, creed, sex, 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 up to, and including, 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 up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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;

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## ANTI-BULLYING/HARASSMENT POLICY

- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment 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 by a school employee 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 a person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A 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. Diana Whited or designee will be responsible for handling all complaints by students alleging bullying or harassment. Diana Whited or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## ANTI-BULLYING/HARASSMENT POLICY

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 board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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,

and a copy shall be made to any person at the Carlisle Community School Administration Office at 430 School Street, Carlisle, IA 50047.

Legal References:           20 U.S.C. §§ 1221-1234i (2004).  
                                  29 U.S.C. § 794 (1994).  
                                  42 U.S.C. §§ 2000d-2000d-7 (2004).  
                                  42 U.S.C. §§ 12001 *et. seq.* (2004).  
                                  Senate File 61, 1<sup>st</sup> Regular Session, 82<sup>nd</sup> General Assembly, (2007).  
                                  Iowa Code §§ 216.9; 280.3 (2007).  
                                  281 I.A.C. 12.3(6).

Cross References:       403.7 Harassment  
                                  502 Student Rights and Responsibilities  
                                  503 Student Discipline  
                                  506 Student Records

Approved 07-10-2007       Revised 09-17-2007

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser  
or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of harassment or 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

## ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

### COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify Diana Whited, the designated investigator. The alternate investigator is Tim Norton. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

### INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

### RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

### CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Approved \_\_\_\_\_ Reviewed 01-14-2008 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS