

HPS Harassment by Students Action Flow Chart

ACABA-P

PRE-INVESTIGATION

School receives notice of allegations of harassment.

Superintendent is informed.

School administrators contact parent(s)/guardian(s) of all students involved.

School considers need for immediate protection of the alleged targeted student(s) from further possible harassment.

School considers need for informing local police, Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622, and/or legal counsel.

INVESTIGATION

Complainant or investigator to draft and sign a written statement of complaint.

Designated investigator(s) to conduct interviews of alleged perpetrator and/or possible witnesses. Collect written statements if appropriate.

Investigator(s) to remind all involved about confidentiality and the possible consequences of retaliation.

DETERMINATION

School personnel to weigh facts and determine if the alleged event did occur and was it harassment.

If harassment, take corrective action.

If not harassment, close the complaint.

CORRECTIVE ACTION

The school takes steps to prevent recurrence.

Possible suggested actions: (including but not limited to)

- Administration to notify appropriate staff to monitor student safety
- Arrange guided communication between parties to help resolve the issues
- Conduct follow-up inquiries
- Ensure knowledge of procedures for subsequent problems
- Impose disciplinary action
- Provide educational activities/trainings for students involved or school-wide
- Provide counseling
- Separate the harasser and target

CLOSING THE COMPLAINT

Investigator will give complainant an update.

Investigator to retain notes/documents in a confidential file.

Investigator to file a report with Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.