

**TRI-VALLEY SCHOOL DISTRICT
PROCEDURES FOR REPORTING COMPLAINTS
OF
HARASSMENT, INTIMIDATION, AND BULLYING**

1. A pupil of Tri-Valley School District who believes he/she has been the subject of harassment, Intimidation or bullying may report the incident to the Principal or designee using the form available in the Building Principals office.
2. All school employees as well as all other member of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations to the Principal or designee.
3. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.
4. A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with the policy, and who makes this report in compliance with the procedures et forth, is immune from a cause of action or damages arising from any failure to remedy the reported incident.
5. The Principal or designee will review the report and initiate an investigation. Based upon the specific circumstances reported incidents are subject to referral to the School Resource Officer.
6. Upon conclusion of the investigation both parties, complainant and accused shall be notified as to the final disposition. If the claim is substantiated, the accused shall be subject to appropriate consequences and remedial actions.
7. Consequences shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, and may range from admonishment, and a parent conference to suspension or alternative placement.
8. Remedial actions may include but not limited to peer mediation, change in schedule or routine, referral for counseling services, behavioral management plan, assessment by the Child Study Team.
9. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, and bullying.