

# HAMPSHIRE COUNTY SCHOOLS

## **Procedures for Reporting and Investigating Harassment, Bullying, and/or Violence**

1. An individual who believes s/he has been subjected to harassment, bullying, and/or violence (hereinafter referred to as the "Complainant"), may file a complaint, either orally or in writing, with the building principal, the Compliance Officer, Superintendent, or other County-level employee.
  - a. The Complainant should be provided a County Incident Report Form to document the complaint. (If Complainant is unwilling or unable to complete the County Incident Report Form, then the form should be completed by the person to whom the report was made.)
  - b. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs.
2. If a Complainant informs a principal, Superintendent, or other County level employee about any complaint of discrimination/retaliation, that person must report such information to the building level Compliance Officer at his/her first opportunity, but no later than two (2) business days.
3. Pursuant to West Virginia State Board of Education policy 4373, upon receiving a complaint, the building level Compliance Officer will take reasonable steps to protect the Complainant, students, teachers, administrators, or other personnel in any manner throughout the pending investigation.
4. Within two (2) business days of receiving the complaint, the building level Compliance Officer will initiate a formal investigation to determine whether the Complainant has been subjected to harassment, bullying, and/or violence.
5. The CO will inform the individual alleged to have engaged in the harassment, bullying, and/or violence (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations. The Respondent will have the opportunity to submit a written response to the complaint within five (5) business days.
6. Although certain cases may require additional time, the CO will complete an investigation into the allegations of harassment, bullying, and/or violence as soon as practical, but no later than ten (10) business days of receiving the formal complaint. The investigation, at a minimum, must include:
  - a. interviews with the Complainant;
  - b. interviews with the Respondent;
  - c. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
  - d. consideration of any documentation or other information believed to be relevant to the allegations.
7. At the conclusion of the investigation, the investigator shall prepare and deliver a written report to the Superintendent and/or the County Compliance Officer and Complainant that summarizes the evidence gathered during the investigation and provides actions taken and/or recommendations based on the evidence.
8. The Superintendent will determine if further action is necessary.

(Under certain circumstances, harassment may constitute child and/or sexual abuse under West Virginia Code §49 – 6 – 1 et seq. In such situations, the Hampshire County Board of Education shall comply with the provisions of law for reporting such abuse.)

# HAMPSHIRE COUNTY SCHOOLS

## Compliance Officers of Hampshire County Schools:

### County Officers:

Terrie Saville, Director of Human Resources

[tjsaville@k12.wv.us](mailto:tjsaville@k12.wv.us)

David Simanski, Director of Special Education

[dsimanski@k12.wv.us](mailto:dsimanski@k12.wv.us)

### School Officers:

Principals or other Superintendent designee