

**The following procedures apply in cases of alleged Sexual Misconduct or Interpersonal Misconduct (Title IX/Bully Harassment):**

1. Upon discovery and/or the filing of a complaint, the administrator will utilize the bullying and Bully/Harassment Incident [Report](#) form to begin the investigation.
2. A safety plan will be created by the building administrator and/or Title IX coordinator utilizing the district Safety Plan [Template](#). This plan will be written in collaboration with the complainant and parent/guardian, as appropriate, and will take effect immediately.
3. The accuser and the accused each will have the opportunity to participate in the investigatory process. However, at no time will a mediation process be used and a complainant will never be required to sit face-to-face with an alleged perpetrator to work out an issue directly;
4. After the investigatory process is complete, the complaint will be determined to be founded or unfounded. If founded, the matter will proceed from investigation to discipline. The accuser and the accused each will be notified and have the opportunity to be heard in the disciplinary process. If unfounded, the accuser and the accused will be notified and will be allowed to appeal the determination to the superintendent.
5. The Bullying/Harassment Incident [Follow-Up](#) will be completed by the administrator involved once the investigation is complete.
6. Disciplinary decisions will be based on the preponderance of evidence standard. In other words, the decision maker will determine if it is more likely than not that the accused violated this policy or any other applicable policy;
7. The accuser and the accused will be notified in writing of the outcome of any disciplinary proceeding; and
8. If there is a right to appeal, the right is granted co-equally to the accuser and the accused. The accuser and the accused will be notified in writing of the final outcome of an appeal, if applicable.

School District sanctions may be imposed upon anyone determined to have engaged in Sexual Misconduct or Interpersonal Misconduct under applicable School District policies and procedures. For employees, sanctions could range from counseling to termination from employment and could include suspension, transfer, change in work assignment, or reprimand. For students, possible sanctions include expulsion, suspension, probation, transfer educational assignments, or a reprimand. For third parties, the School District may issue a no trespass order. The School District may also implement interim and/or long term protective remedial measures following a report of Sexual Misconduct or Interpersonal Misconduct, which may include no-contact orders and/or temporary or permanent changes in academic, transportation and working conditions, if requested and reasonably available.

