Hampden/Wilbraham Regional School District
Procedures for Addressing Discriminatory Harassment Behavior

Was it observed?

No

Report: Reports of discriminatory harassment shall be accepted **orally or in writing** by any person, including parent/guardian who believes that any student has been the victim of.

Was the report made to the Building administrator?

No

Report: All teachers and staff shall **report** any acts of suspected bullying to **administrators** no later than 24 hours after they received any reports of suspected discriminatory harassment.

Yes

Report: All teachers and staff shall **report** any acts of suspected discriminatory harassment to administrators immediately upon witnessing or being informed of any suspected act of discriminatory harassment.

Investigate: Building principal, or other appropriate administrator, will promptly determine if interim separation procedures need to be put in place and then **investigate** the complaint or report or cause such an investigation to be conducted: including but not limited to interviews with the complainant or reporter, the alleged victim, the alleged perpetrator(s), and witnesses.

Record: Record statements of the person interviewed and ask them to read and sign the statement unless the person's age makes such a request for a signature inappropriate.

Was anonymity requested?

No

Yes

Record: Statement of person's interviewed will be recorded without reference to the person's name.

Advise: Where the alleged victim of discriminatory harassment requests anonymity advise the alleged victim and his or her parent/guardian that such request may hinder the ability of administration to take appropriate disciplinary action of discriminatory harassment is substantiated.

Notify: Notify the parent/guardians of students who have engaged in acts of discriminatory harassment and the parents/guardians of students against who such acts have been directed of the results of the investigation. This notification shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of discriminatory harassment. In addition, SRO notification may be required depending on the severity of the complaint. This will not include any disclosure that would impede student rights.

Consequence: Consequences will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance and must be consistent with Board of Education's approved code of conduct.

Prevent: Administration will take reasonable measures to prevent further acts of discriminatory harassment by the student or students involved. These may include counseling, mediation, or restorative practices and be afforded to both the victim and perpetrator(s) for bullying. Other preventive measures may be employed on a school wide basis to provide training and education that fosters respect for the personal integrity of others along with other positive character traits that promotes mutual respect on the part of students and adults.