HARASSMENT OF STUDENTS

A. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors. (See H below for further definition)

B. Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

C. Every student should, and every staff member must report any situation that they believe to be improper harassment of a student.

D. Reporting

1. At each school, the principal/designee is responsible for receiving oral or written complaints alleging violations of this policy. Complaints about administrators shall be taken to the Director of Human Resources or Superintendent.

2. All district faculty and staff are required to report, in writing, any allegations of violations of this policy to the principal/designee or appropriate district administrator. Failure to report will result in action(s) or discipline, consistent with the collective bargaining agreement provision.

3. Any other members of the school community who have credible information that an act in violation of this policy has taken place may file a report of harassment, whether a victim or witness.

4. Any student (and/or parent on that complainant’s behalf if the complainant is a minor) who believes he/she is a victim is strongly encouraged to report the incident(s) in writing to the appropriate school official. Complaints should be filed as soon as possible after the alleged incident, but must be filed within ninety (90) school days after the alleged incident. Failure on the part of the complainant to initiate and/or follow up on the complaint within this period may result in the complaint being deemed abandoned.
5. The principal of each school in the district shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of harassment may be filed and how this report will be acted upon.

6. A school district employee, school volunteer, contractor, student, parent or other person who promptly reports in good faith any violation of this policy to the appropriate school official, and who makes this report in compliance with the procedures set forth in this policy, is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint will not affect the complainant or reporters further employment, grades, learning or working environment, or work assignment within the Ingham Intermediate School District.

7. Administrators/principal/designee(s) shall document in writing all complaints to ensure that problems are appropriately addressed in a timely manner whether the report is made verbally or in writing. All verified incidents of violation and the resulting consequences, including discipline and referrals will be kept with the Director of Human Resources and reported at least annually to the Board of Education.

8. Parents or legal guardians of any victims will be notified by phone, email or letter promptly after administrators become aware of the incident.

9. Parents or legal guardians of the perpetrator of a violation of the policy will be notified by phone, email or letter promptly after administrators become aware of the incident.

E. Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as “Anti-Harassment Compliance Officers” for the District. They are hereinafter referred to as the “Compliance Officers”.

Susan Tinney  
Human Resources Director  
Ingham Intermediate School District  
2630 W. Howell Road  
Mason, MI 48854  
517-244-1289  
stinney@inghamisd.org

Stan Kogut  
Superintendent  
Ingham Intermediate School District  
2630 W. Howell Road  
Mason, MI 48854  
517-244-1214  
skogut@inghamisd.org
F. If the investigation finds harassment occurred to a student, it will result in prompt and appropriate remedial action to the perpetrator. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for board members.

G. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

H. The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

**Harassment**

a. Submission to any inappropriate conduct or communication which is made a requirement to use or benefit from the services, activities, or programs of the school district;

b. Submission to, or rejection of, any inappropriate conduct or communication that is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or privileges of the school district;

c. Any conduct or communication which interferes with the student’s education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student’s educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

I. Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

J. This policy shall be published in every student handbook.

**ADMINISTRATIVE REGULATION**

Adopted: June 19, 2007
Amended: February 18, 2014