**Reporting procedure**

* + - 1. Any student or staff member who believes he or she has been the victim of harassment, intimidation or bullying may report the alleged act to the school principal or designee. If a student is more comfortable reporting to a person other than the principal, the student may contact any school employee. The principal or designee will accept anonymous reports but formal disciplinary action may not be taken without corroborating evidence.
			2. Any school employee, or an employee of an entity under contract with the school district, who receives a report, witnesses harassment, intimidation or bullying, or has reliable information that a student has been subject to harassment, intimidation or bullying shall act immediately to protect the alleged victim, if necessary, and shall immediately report the incident to the student’s principal or designee for prompt investigation.
			3. The principal or designee shall by telephone and in writing notify the parents or guardians of the students involved in the alleged harassment, intimidation or bullying incident.
			4. The district shall compile and maintain data of all incidents of harassment, intimidation or bullying that result in suspension or expulsion. Such data shall be reported to the Department of Education and Early Development on an annual basis.

**Investigation and Corrective Action**

1. The principal or designee shall promptly and thoroughly investigate all alleged acts of harassment, intimidation or bullying.
2. All involved in an alleged act of harassment, intimidation or bullying shall be advised by the principal of his or her due process rights.
3. At the conclusion of the investigation, the principal shall take such disciplinary action deemed necessary and appropriate to end the misconduct and prevent its recurrence. The principal will act in accordance with the student conduct code, the teacher code of ethics, and paraprofessional code of ethics to discipline the offending party(ies).
4. Incidents of harassment, intimidation or bullying that involve criminal activity shall be reported to law enforcement.

**False Report**

Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students and termination for staff.

**Retaliation Prohibited**

Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending students, and disciplinary action up to termination for school employees.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/20/2014**