**HPS Harassment by Students Action Flow Chart**

**PRE-INVESTIGATION**

- School receives notice of allegations of harassment.
- Superintendent is informed.
- School administrators contact parent(s)/guardian(s) of all students involved.
- School considers need for immediate protection of the alleged targeted student(s) from further possible harassment.
- School considers need for informing local police, Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622, and/or legal counsel.

**INVESTIGATION**

- Complainant or investigator to draft and sign a written statement of complaint.
- Designated investigator(s) to conduct interviews of alleged perpetrator and/or possible witnesses. Collect written statements if appropriate.
- Investigator(s) to remind all involved about confidentiality and the possible consequences of retaliation.

**DETERMINATION**

- School personnel to weigh facts and determine if the alleged event did occur and was it harassment.
- If harassment, take corrective action.
- If not harassment, close the complaint.

**CORRECTIVE ACTION**

- The school takes steps to prevent recurrence.
- Possible suggested actions: (including but not limited to)
  - Administration to notify appropriate staff to monitor student safety
  - Arrange guided communication between parties to help resolve the issues
  - Conduct follow-up inquiries
  - Ensure knowledge of procedures for subsequent problems
  - Impose disciplinary action
  - Provide educational activities/trainings for students involved or school-wide
  - Provide counseling
  - Separate the harasser and target

**CLOSING THE COMPLAINT**

- Investigator will give complainant an update.
- Investigator to retain notes/documents in a confidential file.
- Investigator to file a report with Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.