

The Region 1 School District is committed to providing a safe learning and working environment that is free from discrimination, harassment, intimidation and/or bullying. District policy requires all schools and personnel to promote mutual respect, tolerance, and acceptance among students and staff. Hate-motivated incidents and crimes or actions motivated by bias/prejudice/bigotry jeopardize both the safety and well-being of all students and staff. The following procedures provide the manner in which policy #0524 is to be implemented.

Staff Responsibilities

Employees shall:

- Share responsibility for modeling appropriate behavior and creating an environment where students and staff know that bias and hate motivated incidents/crimes are inappropriate and will not be tolerated.
- Support the District's efforts to prevent bias and hate-motivated incidents/crimes by learning to recognize the indicators of such conduct and effectively taking steps to intervene immediately when such conduct occurs.
- Promote an appreciation and respect of diversity, appropriate interactions and social norms and discourage the development of potentially prejudicial conduct, discriminatory attitudes/practices or hate violence that prevents pupils from achieving their full potential.
- Understand their individual responsibility to report bias and hate-motivated incidents to the administrator and/or Title IX/Bullying Complaint Manager.
- Assist students alleging that he or she is a target of, or a witness to, a hate-motivated incident/crime to report such an incident.
- Cooperate in any investigation of a bias or hate-motivated incident/crime.
- Guard against any actions that could be considered retaliatory against anyone who has made a report or is participating in an investigation of a bias or hate-motivated incident/crime.

Student Responsibilities

Each student is responsible for:

- Complying with this Policy;
- Ensuring that (s)he does not harass or discriminate against another person on school grounds or in a school-related function, event or activity because of that person's race,

- color, religion, national origin, ethnicity, sex, sexual orientation, sexual identity or expression, age, or disability;
- Ensuring that he or she does not bully another person on school grounds or at a school-related function, event or activity;
- Ensuring that he or she does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment, bullying, discrimination, bias-related incident or a hate crime; and
- Cooperating in the investigation of reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime.

Students shall be informed that:

- They share a responsibility for creating a safe school environment and that they can do that by treating others with mutual respect and acceptance, and by being sensitive as to how others might perceive their actions and/or words.
- They are not to engage in or contribute to bias or hate-motivated conduct.
- Students who may be a witness to or a target of a bias or hate-motivated incident/crime have the responsibility to report such an incident to a school administrator.
- They are never to engage in retaliatory behavior or ask of, encourage, or consent to anyone taking retaliatory actions on their behalf.

Protection against Retaliation

The Region 1 Public Schools will take appropriate steps to protect students from retaliation when they report, file a complaint of, or cooperate in an investigation of a violation of this Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action, including short or long-term suspension, or expulsion.

Designated Officials for Reporting

The Principal or their designee is responsible for receiving reports and complaints of violations of this Policy.

Reporting Procedures

1. Any student who becomes aware or has a reasonable belief that harassment, bullying, discrimination, retaliation, or a hate crime has occurred or may have occurred on school property or in a school-related activity should promptly report the incident(s) to the Principal or their designee. In situations where a student or other person does not feel comfortable reporting the incident to a designated official, he/she may report it to a trusted school employee, who must promptly transmit the report to the Principal or their designee.
2. All complaints or reports about a violation of this Policy must be documented in writing.

If a complainant or reporter is either unwilling or unable to complete the District's document of the occurrence in writing, the official who receives the oral complaint or report will promptly prepare a written report using, to the extent practicable, the reporter's or complainant's own words to describe the potential violation.

3. Oral reports made by or to a staff member shall be recorded in writing. A school or District staff member is required to report immediately to the Principal or their designee.
4. Reports made by students, parents or guardians, or other individuals who are not school or District staff members, may be made anonymously. The school or District will utilize a variety of reporting resources. No disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.

Investigation Procedures

The goal of the investigation is to obtain an accurate and complete account of all incidents and circumstances deemed relevant to the allegations of the complaint.

The Principal or their designee, upon receipt of a viable report of bullying, hate crime or bias-related incident shall promptly contact the parents or guardians of a student who has been the alleged target and the alleged perpetrator of the incident. The actions being taken to prevent such further acts shall be discussed.

Emergencies

The Principal or their designee will immediately call 911 in a case of a threat of imminent physical harm or actual physical harm to a school community member or where police, fire, medical, or other emergency assistance is needed.

Informal Resolution Procedure

It may be possible to resolve a complaint through a voluntary informal process. Both the complainant and the alleged perpetrator will meet separately in a timely manner with the Principal or designee who will explain the informal process, the nature of the complaint, explain the prohibition against retaliation, and determine the needed corrective action the complainant seeks.

After adequate investigation, the designated official will propose a resolution. If the complainant and the alleged offender agree with the proposed resolution, the designated official will write down the resolution, and *the* complainant and the subject of the complaint will sign it, and each person will receive a copy. At the meeting, the designated official will again explain the prohibition against retaliation. Parents of both the complainant and alleged offender will be notified of the process being followed.

A designated school official will monitor the situation, and will follow up with the complainant to determine whether there are further incidents or concerns. The designated official will maintain a written record of the follow up. At any time, either party may choose to forego the informal process and commence the formal procedure.

Investigations for Formal Proceedings

Prompt and Thorough Investigations: When the Principal or their designee determines that a formal proceeding is appropriate, the school will promptly investigate all reports or complaints of an alleged violation of this Policy.

Investigative Procedure

The Principal or their designee investigating the incident will gather and preserve evidence and identify all involved parties and witnesses. If the incident involves physical injury, destruction of public property, or acts of a serious criminal nature, the designated official will confer with the local police department prior to gathering or preserving evidence.

Communication During Investigation

Throughout the investigatory and complaint resolution process, the Principal or their designee will make reasonable efforts to regularly inform the complainant and the subject of the complaint and their parent(s) or guardian(s) of the status of the complaint, the anticipated timing for concluding the investigation, and determination of discipline and/or corrective action(s).

Time for Investigations

The Principal or their designee will complete their investigation as soon as practicable, but not to exceed 14 school days once the report has been received. The Principal or their designee will expedite the investigation of any claim involving physical violence or serious threats of harm.

Ensuring Safety During Investigation

The Principal or their designee will take any step they determine is necessary and/or advisable to protect, to the extent practicable, the complainant, witnesses, and other individuals from further incidents or from retaliation pending the outcome of the investigation.

Victim Assistance

The Principal or their designee will make appropriate referrals for victim assistance, including counseling and crisis intervention, if requested, or as needed.

Confidentiality

The District will respect the privacy of the complainant, the subject(s) of the complaint, and the witnesses to the extent possible consistent with its obligations under federal and state law and regulations and the Policy to investigate, report, and take appropriate disciplinary and corrective action, and consistent with applicable confidentiality laws and student record regulations.

Imposing Disciplinary Action or Corrective Action

If the Principal or their designee concludes that the subject of the complaint has violated this Policy, the District will impose disciplinary measures and/or corrective action reasonably calculated to end the conduct cited in the complaint, deter future conduct, and protect the complainant(s) and other similarly situated individuals.

Frivolous Complaints

Hate Crimes and Bias Incidents in Schools**0524R(f)**

When a complaint is unfounded, frivolous, or maliciously fabricated, the complainant shall be subject to a range of disciplinary and correction actions consistent with the Code of Conduct/Discipline policies.

Adopted: September 9, 2025

NORTH CANAAN BOARD OF EDUCATION

North Canaan, Connecticut