

**ANTI-FRATERNIZATION REPORTING & INVESTIGATION PROCEDURES**

Any and all suspected violations of this policy must be immediately reported, orally or in writing, by staff to their school building principal or designee. The school building principal or designee shall document all complaints in writing within twenty-four (24) hours. The school building principal or designee will immediately conduct an investigation and create a written record thereof within at least ten (10) workdays, which will be provided to the Superintendent. If the alleged violation involves the school building principal, then the report shall be made to Superintendent, whom shall follow the procedural steps outlined in this section of the policy. If the alleged violation involves the Superintendent, then the report shall be made directly to the Chairperson of the School Board, whom shall also follow the procedural steps outlined in this section of the policy.

The investigation may consist of personal interviews with the reporting individual, the alleged offender(s), and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the suspected violation of this policy, and a review of records when appropriate to determine the existence of previous reports. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. A written record will include the following:

- a. the name of the alleged offender;
- b. the nature of the allegations;
- c. location and frequency of the violations;
- d. a detailed factual description of the incident(s);
- e. a list of all known witnesses;
- f. a summary of the investigation, which will include interviews with the individual(s) reasonably believed to have relevant information: including but not limited to the reporting individual, the alleged offender(s) ,and witnesses;
- g. a description of any disciplinary actions already taken; and
- h. a recommendation for further disciplinary action or review.

In determining whether the alleged conduct or relationship constitutes a violation of this policy, the District will consider the surrounding circumstances, the nature of the behavior, timeframe, past incidents or past or continuing patterns of behavior, and the context in which the alleged conduct occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. In addition, the District may take immediate steps, at its discretion, to protect the staff and student pending completion of an investigation of an alleged inappropriate activity or relationship. The District must sufficiently investigate all reports of inappropriate activity or relationships that are brought to its attention in order to determine the veracity of the report. The District will respect the privacy of the reporting individual, the individual(s) against whom the report is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All staff must fully understand that the reporting and investigation procedure

implemented by the District is necessary to maintain the educational character and integrity of the District and to ensure compliance with this policy and the law.

Any and all violations of this policy determined by the principal or designee may result in disciplinary action taken against the offending staff member. If the violation of this policy warrants a criminal investigation, the Londonderry Police Department or appropriate legal authorities will be immediately contacted.

### **DISCIPLINARY ACTION**

Any violation of this Anti-fraternization Policy and/or other Londonderry School District policies may result in, but is not limited to, one or more of the following:

- a. Written warnings or a letter or reprimand in the personnel file;
- b. Other remedies, such as suspensions and terminations as covered under New Hampshire law;
- c. Referral to the appropriate legal authorities for possible criminal prosecution; and
- d. Civil liability.

The Londonderry School District reserves the right to add and include additional behaviors and activities that can result in disciplinary action to this policy and implement such changes seven (7) days after adoption by the School Board. District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, New Hampshire and federal law and other School District policies. The District will take appropriate disciplinary action against any staff member who retaliates against any individual who reports an alleged violation of this policy or any individual who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such alleged violation. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **CONFIDENTIALITY**

All reports made by staff of a suspected inappropriate activity or relationship will be kept strictly confidential to the fullest extent practicable. Only those with "a need to know" shall have access to the report and investigation documents. Every effort will be made by the District to protect the anonymity of the reporting person, but it cannot always be guaranteed.

**This policy shall not abrogate other District policies. It is the intent of the District for all of its policies to be read in a consistent manner in order to provide the highest level of protection and safety for staff and students in the provision of educational services and opportunities.**

LONDONDERRY SCHOOL BOARD

Adopted: February 11, 2002