

## **Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence Complaint Procedures – Student**

Any student who believes that he/she has been hazed, harassed, intimidated, menaced, bullied, cyberbullied, or a victim of teen dating violence is encouraged to use this complaint procedure. A complaint should be filed as soon as possible after the incident(s). Complaints will be investigated promptly (within 10 school days of receipt). Every effort will be made by the administration to preserve confidentiality and protect the student's privacy to the extent the investigative process allows.

The district will in no way retaliate against a person who files a complaint or tolerate staff or other students retaliating against a complainant.

If hazing, harassment, intimidation, menacing, bullying, cyberbullying, or an incident of teen dating violence is not found, the district still may determine that the conduct was inappropriate and require that such conduct be stopped.

### **Informal Complaint Process**

Students may use an informal complaint procedure. This seeks to achieve a resolution that both the complainant and the alleged perpetrator agree upon.

An informal complaint may be oral or in writing. It should be brought to the student's building administrator or other district staff member. If the matter is brought to another district staff member first, the staff member will inform the building administrator of the situation as soon as possible.

The complainant may be advised of ways to resolve the problem on his/her own. If that is unsuccessful or if the complainant does not wish to confront the alleged perpetrator, the administrator will discuss the complaint with the alleged perpetrator and an informal resolution may be proposed. The complainant may accept or reject the proposed resolution.

If the proposed resolution is accepted, the administrator will keep a record of the complaint and its resolution. The administrator also will follow up with the complainant to ensure that the problem has in fact been resolved. This informal process ends, in all cases, with an acceptance or rejection of the proposed resolution. Upon completion of the informal process, a written record of the complaint and its proposed or accepted resolution shall be kept by the administrator for a minimum of two years, together with written documentation of any follow-up by the administrator on the complaint. This written documentation shall be made available for review in any subsequent, related formal complaint.

## Formal Complaint Procedure

The building administrator<sup>1</sup> has responsibility for investigations concerning hazing, harassment, intimidation, menacing, bullying, acts of cyberbullying, or incidents of teen dating violence. The investigator will be a district employee with no involvement in the actions that are the subject of the complaint. The superintendent may recommend the use of an outside (non-staff member) investigator.

All complaints will be investigated promptly in accordance with the following procedures:

- Step 1 Any hazing, harassment, intimidation, menacing, bullying, acts of cyberbullying, incidents of teen dating violence information (complaints, rumors, etc.) shall be presented in writing to the building administrator. Complaints against the administrator shall be filed in writing with the superintendent. Complaints against the superintendent shall be filed in writing with the Board chair. The Board chair may recommend the use of an outside (non-staff member) investigator. All such information will be recorded in writing and will include the specific nature of the offense and corresponding dates.
- Step 2 The district official receiving the complaint shall investigate promptly. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within 10 school days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be recorded in writing by the district official. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.
- Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.
- Step 4 If the complainant is not satisfied with the decision at Step 3, a written request for review may be filed with the Board. Such request for review must be filed within 10 working days after receipt of the Step 3 decision. In an attempt to resolve the complaint, the Board shall meet with the concerned parties at a regular Board meeting in Executive Session. The Board shall provide a written decision to the complainant within 10 working days following the completion of the hearing.

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<sup>1</sup>Required by state law House Bill 2599 (HB 2599).

**Time**

The number of days given at each level shall be regarded as a maximum and every effort will be made to expedite the process, unless extenuating circumstances require the superintendent to extend the length of the investigation.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as part of the student's education records.

**Corvallis School District**  
HARASSMENT COMPLAINT FORM

Name of complainant \_\_\_\_\_

Position of complainant \_\_\_\_\_

Date of complaint \_\_\_\_\_

Name of alleged harasser \_\_\_\_\_

Date and place of incident or incidents \_\_\_\_\_

Description of misconduct \_\_\_\_\_

Name of witnesses (if any) \_\_\_\_\_

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible) \_\_\_\_\_

Any other information \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Corvallis School District**  
WITNESS DISCLOSURE FORM

Name of Witness \_\_\_\_\_

Position of Witness \_\_\_\_\_

Date of Testimony/Interview \_\_\_\_\_

Description of Instance Witnessed \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Other Information

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date