

## **Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying Complaint Procedures**

Principals and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, cyberbullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

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

Step 1 Any hazing, harassment, intimidation or bullying, menacing or cyberbullying information (complaints, rumors, etc.) shall be presented to the principal or superintendent. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the board chair. Complaints against a board member shall be filed with the board chair. Complaints against the board chair shall be filed with the board vice chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The district official receiving the complaint shall promptly investigate. 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 five working 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 reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, 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. Any such notification regarding the release of student or employee disciplinary information shall be subject to state and federal laws and provisions of Oregon Administrative Rules.

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. This time frame may be extended by the superintendent when necessary.

Step 4 If the complainant is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The board shall, days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The board shall provide a written decision to the complainant within 10 working days following completion of the hearing. The board may extend the time frame when necessary.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation or bullying, menacing or cyberbullying complaints and documentation will be maintained as a confidential file in the district office.