

Gresham-Barlow SD 10

Code: **JFCF-AR**
Adopted: 5/02/02
Readopted: 5/12/08; 1/22/10; 9/23/10;
1/06/11

Harassment/Intimidation/Bullying/Cyberbullying Complaint Procedures – Student

The school principal has the responsibility for investigations concerning harassment, intimidation, bullying and acts of cyberbullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

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

- Step 1 Any harassment, intimidation, or bullying and acts of 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. 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 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 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.
- 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 school 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 school days.
- Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 school days after receipt of the Step 3 decision. The Board shall, within 25 school 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 school days following completion of the hearing.

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 a part of the student's education records.

In the event of an appeal, the complaint form and all subsequent written correspondence and documents shall be maintained in the office where the final appeal decision was rendered, i.e. School or District Office.



Jim Schlachter, Superintendent

Gresham-Barlow School District No. 10Jt

1331 NW Eastman Parkway, Gresham, OR 97030-3825
www.gresham.k12.or.us

Phone: (503) 618-2450
Fax: (503) 661-1589

Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing 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, i.e., text, image, audio, video, 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: _____



Jim Schlachter, Superintendente

Distrito Escolar Gresham-Barlow No. 10Jt

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Denuncia de Novatadas, Acoso, Intimidación y Amenazas

Nombre del denunciante: _____

Posición del denunciante: _____

Fecha de la denuncia: _____

Nombre del acusado: _____

Fecha y lugar del incidente: _____

Descripción del incidente: _____

Testigos (si los hay): _____

Evidencia, por ejemplo: texto, fotografías, audio, video, etc. (si es posible, adjunte la evidencia):

Otra información: _____

Juro que toda información en esta denuncia es fiel y verdadera a mi saber.

Firma: _____ Fecha: _____



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Издвательство/Домагательство/Запугивание/Насмешки/ Угрозы электронной почтой/Угрозы

Жалоба

Имя заявителя: _____

Должность заявителя: _____

Дата жалобы: _____

Имя предполагаемого нарушителя: _____

День и место происшествия: _____

Объяснение происшедшего: _____

Имена свидетелей(если есть): _____

Доказательства такие как: текстовое сообщение, аудио запись, видео (прикрепите к форме
если возможно) и.т.д. _____

Любая другая информация: _____

Я соглашаюсь с тем, что насколько мне известно, вся информация заполненная в этой форме
правдивая и точная.

Подпись: _____ Дата: _____