

# Grants Pass School District 7

Code: **JFCF-AR**  
Adopted: 2/26/02  
Readopted: 2/24/04, 3/11/08, 5/11/10  
Orig. Code(s): JFCF-AR

## **Harassment/Intimidation/Bullying/Cyberbullying Complaint Procedures - Student**

Building principals and the superintendent have responsibility for investigations concerning hazing, 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 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 building principal or superintendent. Complaints against the building principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chairman. 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, within five working days after receipt of the information or complaint, contact the complainant and the alleged perpetrator and schedule meetings to investigate the complaint. The investigation shall be conducted in a timely fashion, given availability of parties and witnesses and any necessary coordination with law enforcement. 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.

**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 III, 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, within 20 working days after receipt of the written appeal, 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.

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.