

## **Reporting Harassment of Students Based on Race, Color, or National Origin**

The Warrenton-Hammond School District is committed to providing a safe and inclusive school environment. As such harassment of students in the school environment to include all academic, extracurricular, or school sponsored activities on the basis of race, color or national origin is prohibited.

1. Students or their parent are encouraged to immediately report any incidents of such harassment. The district will investigate any formal or informal complaints under this section. If a student or parent reports an incident of harassment based on race, color or national origin to any district employee, that employee will notify the building principal who will inform the superintendent. If the building principal is the focus of the complaint the staff member, student or parent will contact the superintendent. The student or parent may make the initial report to the superintendent directly.
  - a. The superintendent can be contacted at (503) 861-2281 or in person at the District Office, 820 SW Cedar Warrenton, Oregon 97146.
2. Upon notification the superintendent or their designee will conduct a prompt, adequate, reliable and impartial investigation.
3. If the harassment is found to have occurred the district will take prompt steps to stop, remedy and prevent recurrence of the conduct. This may include discipline of the individual determined to be the harasser consistent with district discipline policies in compliance with state law. This information will be included in the documentation maintained at the building and district level.
4. The District will regularly communicate with the student and/or parent who filed the initial report as to the progress and outcome of the investigation to the extent allow by state law and the Federal Educational Records Protections Act.
5. The superintendent will ensure all reports of harassment based on race, color or national origin are documented and maintained at the building and district level. Documentation will include but is not limited to the initial report, investigatory report, witness statements, investigatory notes, chronologies, contact lists, summaries, determinations and actions taken. A database, spreadsheet or other such document will be kept to provide ease of access and analysis for incidents of race based harassment within the district.
6. The superintendent will ensure a meeting is held at least annually with all building administrators to review data related to reports of harassment for the current year. The purpose of this meeting will be to ensure continuity of protection of the victims and effective discipline of the perpetrators in future school years and to ensure effective communication between teachers and administrators from year to year.