

# North Santiam School District

Code: **JFCF-AR(1)**

Adopted: 1/06/07

Revised/Readopted: 2/17/11; 1/26/12; 9/18/14;  
3/19/15; 4/16/15

Orig. Code(s): JFCF/GBNA/JBA/GBN-AR

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

Building administrators have responsibility for investigations concerning harassment, intimidation or bullying, acts of cyberbullying and incidents of teen dating violence and will report their findings directly to the superintendent or designee. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. If the building investigator is not a neutral party then the superintendent shall select a neutral district investigator as a replacement. The superintendent or designee has the responsibility to assure investigations are thorough and plans of assistance or safety are being put into place if warranted.

### **Retaliation/False Charges/Investigation Responsibility**

Retaliation against any person, who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Persons acting on their own behalf or the behalf of another person that interfere or compromise the investigation of district administrator may result in disciplinary action or other appropriate sanctions.

### **Complaint Procedures**

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

- Step 1      Any harassment, intimidation or bullying, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the building administrator or designee. 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 5 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 within 10 working days. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate within 10 working days, 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 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, 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.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

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