

# Morrow County School District

Code: **GBNA-AR**

Adopted: 5/12/03

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Orig. Code(s): 5145.15AR

## **Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying** **Complaint Reporting Procedures - Staff**

The following definitions and procedures shall be used for reporting, investigating, and resolving ~~complaints~~ **reports** of hazing, harassment, intimidation, bullying, menacing, and ~~acts of cyberbullying of staff or third parties.~~

### **Definitions**

1. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
2. “District” includes district facilities, district premises, and nondistrict property if the student/employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips, athletic events or where the employee is engaged in district business.
3. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a ~~student/staff member~~ for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored work activity, work group or work assignment, ~~grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student/staff); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.~~
4. “Harassment” ~~includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability or sexual orientation, is~~ **unwelcome conduct that is based on race, color, religion, sex (including pregnancy), sexual orientation<sup>1</sup>, national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful when 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.**

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<sup>1</sup> **“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated with the individual’s sex at birth.**

5. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, **disability**, or sexual orientation.
6. **"Bullying" is a pattern of repeated mistreatment that harms, intimidates, undermines, offends, degrades, or humiliates an employee.**
7. "Cyberbullying" means the use of any electronic ~~communication~~ device to convey a message in any form (**e.g.,** text, image, audio, or video) that intimidates, harasses, or otherwise harms, insults or humiliates another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. **In addition, any communication of this form which substantially disrupts or prevents a safe and positive working environment may also be considered cyberbullying. Staff will refrain from using personal electronic devices or district equipment to harass or stalk another person or people.**
8. "Menacing" includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

### **Retaliation/False Charges**

~~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.~~

### **Complaint Reporting Procedures**

Principals and the superintendent have responsibility for investigations concerning **reports of** hazing, harassment, intimidation, bullying, menacing, ~~and acts of~~ **or** cyberbullying **of staff or third parties**. The investigator(s) shall be a neutral party having had no involvement in the ~~complaint~~ **report** presented.

Any ~~student/employee~~ **or third party** who has knowledge of conduct in violation of Board policy JCF - Hazing/ Harassment/ Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence, **or Domestic Violence** - Student shall immediately report ~~his/her~~ concerns to the designated district official.

Any ~~student/employee~~ or third party who has knowledge of conduct in violation of Board policy **GBNA – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff and this administrative regulation** or feels ~~he/she has~~ **they have** been hazed, harassed, intimidated, bullied, cyberbullied, or menaced in violation of Board policy or this administrative regulation shall immediately report ~~his/her~~ concerns to the designated district official.

~~Complaints~~ **All reports and information** will be promptly investigated in accordance with the following procedures:

**Step 1** Any **reports or information on acts of** hazing, harassment, intimidation, bullying, menacing, or ~~acts of~~ cyberbullying ~~information~~ (**e.g.,** complaints, rumors, etc.) shall be presented to the principal or superintendent. ~~Complaints~~ **Reports** against the principal shall be filed with the superintendent. Information may be presented anonymously. ~~Complaints~~ **Reports** 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~~ **report** shall promptly investigate. Parents will be notified of the nature of any ~~complaint~~ **report** 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~~ **report**. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the ~~complaint~~ **report** will be reduced to writing. The district official(s) conducting the investigation shall notify the ~~complainant~~ **person making the report within ten working days of receipt of the information or report**, 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~~ **person making the report**, 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~~ **person making the report** is not satisfied with the decision at Step 2, ~~he/she~~ **they** 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~~ **person making the report** 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~~ **person making the report** 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~~ **person making the report** shall be given an opportunity to present the ~~complaint~~ **information or report**. The Board shall provide a written decision to the ~~complainant~~ **person making the report** within 10 working days following completion of the hearing.

**Reports against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the report 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, within 20 days, in open session what action, if any, is warranted.**

**Reports against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the report 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, within 20 days, in open session what action, if any, is warranted.**

**Reports against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the report 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, within [20] days, in open session what action, if any, is warranted.**

**Timelines may be extended upon written agreement between both parties. This also applies to reports filed against the superintendent or any Board member.**

Direct complaints **of discriminatory harassment** 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 employee's personnel file. Additionally, a copy of all **reported acts of** hazing, harassment, intimidation, bullying, menacing, or acts of cyberbullying ~~complaints~~ and documentation will be maintained as a confidential file in the district office.