

GBNA. HARASSMENT, INCLUDING INTIMIDATION, HAZING, MENACING, BULLYING, AND CYBERBULLYING EMPLOYEE

Harassment, including intimidation, hazing, menacing, bullying and cyberbullying, is unwelcome behavior that may be verbal, nonverbal, written, graphic, sexual or physical in nature. It is prohibited by state law, federal law, and Bethel Public Schools' board policy.

All district employees and applicants, male or female, are entitled to pursue employment opportunities in a work place that is free from sexual harassment. Verbal, written, and graphic conduct include, but is not limited to, the use of speech, text, drawings, pictures, or symbols to make sexual innuendo, suggestive comments, threats, insults, sexual propositions, or jokes about gender. Nonverbal conduct includes but is not limited to, making suggestive or insulting noises, obscene gestures, whistling, and leering. Physical conduct includes touching, pinching, brushing the body, coercing sexual intercourse, and assault.

COMPLAINT PROCEDURE

STEP 1: INFORMAL COMPLAINT PROCESS

This is the first step of the district's formal complaint process. Parents, students, employees, and community members are encouraged to use this process when they have a complaint and they believe that it has not been resolved satisfactorily by the school.

- A parent, student, employee, or community member (hereafter, the complainant) lodges an informal complaint orally or in writing with the building administrator.
- The administrator provides the complainant with a copy of the complaint process.
- The administrator considers using a facilitator to assist in resolution of the complaint.
- The administrator conducts an investigation and attempts to resolve the complaint.
- The administrator responds orally within 15 business days. However, if the complaint is in writing, then the administrator will respond in writing.

STEP 2: FORMAL COMPLAINT PROCESS AT THE DISTRICT LEVEL

- If the complainant is dissatisfied with the decision rendered at the school level, the individual may submit a formal complaint at the district office with the Superintendent or designee. (Complaint forms are available at the school offices or the district office.)
- The formal complaint must be filed within 180 days of the original incident. (The recommendation is to do this within 10 business days of the disposition of the complaint at the building level.)
- The Superintendent or designee will investigate the complaint and develop findings.
- As a part of this investigation, the Superintendent or designee may invite the involved parties to a conference in an effort to resolve the dispute.
- Following the investigation the Superintendent or designee, taking into account the non-binding recommendation of any appointed designee, will render a written decision within 15 business days.

STEP 3: FORMAL COMPLAINT PROCESS AT THE BOARD LEVEL

- If the complainant is dissatisfied with the decision of the Superintendent or designee, the individual may, within 10 business days of the date of the written decision, file a written, signed complaint with the District Board of Directors in care of the Superintendent.
- The Superintendent shall provide the Board with copies of the complaint.
- If the Board decides to provide the complainant with an opportunity to be heard, the date will be set and

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Administrative Rule

concerned parties will be notified. If not, the Superintendent shall notify the complainant that the previous decision stands.

- The Board will discuss a complaint against a student or employee only in executive session, as provided in ORS 192.660(1)(b), unless the parent, student, or employee requests the matter to be discussed in open session. A decision to uphold, modify, or reverse the previous decision shall be rendered within 30 business days of the Board hearing.

GENERAL INFORMATION:

FORMAL COMPLAINT MADE DIRECTLY TO BOARD MEMBERS

- When a complaint about a student or employee is made initially to a Board member or to the Board of Directors as a whole, the complaint process shall be explained to the person.
- The complainant will be encouraged to follow the complaint procedures described above.

PROHIBITION OF RETALIATION FOR THE FILING OF A COMPLAINT

- While the school site administrator investigates the incident, the parties involved will be informed that no reprisal or adverse action will occur as a consequence of initiating a complaint.
- Any form of retaliation for the filing of a complaint or for participating in an investigation or inquiry will be subject to immediate disciplinary action.

REGARDING RACIAL HARASSMENT COMPLAINT

- While the school site administrator investigates the **racial** harassment incident, the parties involved will be informed that no reprisal or adverse action will occur as a consequence of initiating a racial harassment complaint.
- Federal and state laws strictly forbid any form of retaliation against a complainant or other involved parties in connection with the filing of a racial harassment complaint.
- Any form of retaliation for the filing of a complaint or for participating in an investigation or inquiry will be subject to immediate disciplinary action.

FILING A FALSE COMPLAINT

This is not to be confused with an unsubstantiated complaint. The District recognizes that a complaint may be valid even if it cannot be proven.

- It is the district's intent and commitment to take all complaints seriously, and to undertake a thorough investigation and provide a timely and reasonable response.
- It is equally important that the complainant understand the seriousness of allegations.
- The intentional filing of a false complaint is a serious matter that may result in disciplinary and/or legal action against the false reporter.

OTHER POSSIBLE COMPLAINT AVENUES

Complainants may, at any time, contact the contact the Oregon Department of Education in Salem, Oregon at (503) 947-5600, or the Office for Civil Rights in Seattle, Washington at (206) 607 -1600 regarding any complaints or concerns with Bethel School District, its employees, or any agents of the district.

SEE PAGE 3 (BELOW) FOR COMPLAINT FORM

COMPLAINT FORM

For assistance in filling out this form, please contact the District Office at 689-3280

Name _____ Phone _____

Address _____

Do you register this complaint as a:

- parent or guardian
- student
- employee
- community member
- spokesperson for a group or organization

Nature of complaint:

- against an employee
- for violation of policy
- for violation of State standards
- for racial or other forms of harassment
- other _____

If as a spokesperson for a group or an organization, please identify the group:

What is the nature of your complaint? Please be specific, i.e., is the complaint against a teacher procedure or method?, against disciplinary action taken?, against mishandling of a particular situation? Who is involved? What standard has been violated? *(Feel free to attach additional pages to any and all questions.)*

Have you discussed this matter with the person(s) involved? _____

Have you discussed this matter with the building principal? _____

Do you have a personal knowledge of the situation you have described above? _____

If not, what is the source of your information? _____

What remedy are you seeking? _____

Date _____ Complainant Signature _____