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## Procedure Investigating Reports of Bias Incidents and Symbols of Hate ADM-P010

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Procedures are continually revised and improved. For the most recent version, please visit <http://www.salemkeizer.org/qam/qam-documents>

### 1.0 SCOPE:

1.1 This procedure describes the process for reporting and investigating bias incidents and symbols of hate. The terms “bias incidents”, “symbols of hate” and “persons impacted” are defined in Administrative Policy ADM-A012.

### 2.0 PROCEDURE:

2.1 The school administrator or department supervisor receives all reports of bias incidents and symbols of hate.

2.1.1 All school district employees report concerns of bias incidents and symbols of hate directly to the school administrator either verbally or in writing.

2.1.1.1 Reports may result from the employee’s direct observation, from information obtained from students or parents/guardians, or from other sources.

2.1.2 Students will be encouraged to report all bias incidents and symbols of hate to the principal, assistant principal, counselor, behavior specialist, teacher, or another trusted employee in the school or department; or

To complete a Confidential Student Report located in the school office or counseling center; or

To make a report to the SafeOregon Tipline; Call or text 844-472-3367, email [tip@safeoregon.com](mailto:tip@safeoregon.com) or visit [www.safeoregon.com](http://www.safeoregon.com). Reports may be made anonymously.

2.1.3 The District will inform and encourage parents/guardians, visitors, and community members to report bias incidents and symbols of hate to the school administrator or department supervisor. Individuals may also file a formal complaint as outlined in ADM-P008.

2.2 Any employee who responds to a reported bias incident (including employees who receive reports witness bias incidents or symbols of hate, or who are involved in investigating the concern) shall incorporate the following in their response:

- Recognize the experience of all persons impacted;
- Acknowledge the impact to the person reporting the bias incident;
- Commit to taking immediate action; and
- Prevent further harm against those persons impacted from taking place.

2.3 The school administrator or department supervisor has the ultimate responsibility for investigating every reported bias incident and hate symbol. Based upon the specific facts of the reported incident, the responsible administrator or supervisor shall determine whether to involve a multidisciplinary team of school and district employees. This multidisciplinary team could include a school counselor, behavior specialist, social worker, school psychologist, school nurse, security specialist, and/or other employees who may assist with gathering information and responding to incidents using healing-centered/trauma-informed, racial equity-centered, strengths-based, SEL-oriented practices.

2.4 The school administrator or department supervisor will ensure the following steps are completed if

applicable:

- 2.4.1 Assess the physical and psychological safety of those involved.
- 2.4.2 Determine what type of response aligns best with the situation and maintains the safety and well-being of others involved.
- 2.4.3 Identify and prioritize the best approach for information gathering and problem solving that takes into account healing-centered/trauma-informed, strengths-based and racial equity approaches.
- 2.4.4 Implement interim measures to help ensure the safety of students, staff and visitors during the investigation.
- 2.4.5 Initiate the student threat assessment (STAT) protocol or sexual incident response (SIRC) protocol, or contact Safety and Risk Management Services to initiate the adult threat assessment system if the person of concern is an adult and involves threat of harm.
  - 2.4.5.1 Give careful consideration to situations that result in safety plans being created. A STAT meeting and review may be warranted.
- 2.4.6 Initiate the suicide prevention protocol (SPP) if the words or conduct of any of the persons involved in the incident under investigation rise to the level of a suicide concern.
  - 2.4.6.1 Consider the meaning and context of the symbol or statement to the student of concern. For example, a student may display a noose as a symbol of hate in a display to others. Conversely, a student may draw or make a noose when considering suicide to show others what they are considering for themselves. Each situation requires understanding the context and motives of the student of concern.
- 2.4.7 Notify a law enforcement agency of possible criminal activity.
- 2.4.8 Notify a field coordinator or manager at the district's transportation department if the incident occurred on district-provided transportation or at an official bus stop.
- 2.4.9 Notify the District's Human Resources Department/Employee Relations if the concern involves a District employee.
- 2.4.10 Retain records on all complaints, including written documentation of the investigation.

2.5 Investigations must include:

- 2.5.1 Interviews of involved students, employees, adults with firsthand information, witnesses, and others deemed appropriate by the principal or designee.
  - 2.5.1.1 Interviews of involved individuals and potential witnesses will be conducted separately (i.e., witnesses will be interviewed individually rather than together as a group). 2.5.1.1 is not meant to exclude a parent/guardian from being present for an interview involving their student.
  - 2.5.1.2 The District will try to keep the identity of the reporting person confidential, but the

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investigator should not promise absolute confidentiality. The identity of the person may later be required by law or existing labor agreements with its employee associations.

2.5.2 Notices sent to all persons impacted by the bias incident as outlined in Administrative Policy ADM-A012.

2.5.3 Review of all available evidence, including but not limited to, social media posts, messages, photos, and/or videos.

2.6 At the conclusion of the investigation the school administrator or department supervisor will:

2.6.1 Notify the individuals impacted by the bias incident of the findings of the investigation as outlined in ADM-A012.

2.6.2 If a policy violation occurred, offer school-based or district-level resources to help maintain or restore equal access to education, activities, and work environment for an individual directly impacted by the bias incident.

2.6.3 Understanding that bias incidents often have far-reaching impact, consider what action/response, if any, should be taken with the broader school community, department, class, or program.

2.6.4 In an individual is found to have violated Administrative Policy ADM-A012, the school administrator or department supervisor will take action to remedy the situation with the goal of preventing reoccurrence. The school administrator/department supervisor should focus on educating the individual regarding the impact of their actions with appropriate, non-punitive remedial measures.

2.7 An individual who has either received the expression of animus or who has engaged in an expression of animus may appeal the school administrator/department supervisor's decision using the steps outlined in ADM-A012. Individuals may also appeal to the Oregon Department of Education or the United States Department of Education Office of Civil Rights.

### **3.0 ASSOCIATED DOCUMENTS:**

3.1 ADM-A012, Bias Incidents and Symbols of Hate (All Students Belong)

3.2 ADM-A009, Equal Educational Opportunities

3.3 HUM-A017, Equal Employment Opportunity

3.4 HUM-A029, Sexual Harassment

3.5 HUM-A036, Title IX

3.6 HUM-A018, Hazing, Harassment, Intimidation, Bullying, Cyberbullying and Menacing; Staff

3.7 INS-A003, Hazing, Harassment, Intimidation, Bullying, Cyberbullying and Menacing; Student

3.8 INS-A024, Visitors to Schools and Campuses

3.9 ADM-P008, Complaints, Public: Process for Resolving



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**3.10** INS-F030, Confidential Student Report

#### **4.0 REVISION HISTORY:**

Date	Description
11/23/20	Initial Draft
9/20/21	Updated reference to suicide prevention protocol in section 2.4.6.

**5.0 FLOWCHART:** None

#### **6.0 APPROVAL AUTHORITY:**

**6.1** Assistant Superintendent

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Signature

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Date