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**PROCEDURE**  
**Investigating Reports of Student Hazing, Harassment,**  
**Intimidation, Bullying, Cyberbullying and Menacing**  
**INS-P006**

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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 hazing, harassment, intimidation, bullying, cyberbullying and menacing involving students. The procedure for reporting and investigating sexual harassment involving students is outlined in INS-P032. The procedure for reporting and investigating bias incidents and symbols of hate is outlined in ADM-P010.

**2.0 PROCEDURE:**

- 2.1 The school administrator receives all reports of hazing, harassment, intimidation, bullying, cyberbullying and/or menacing.
- 2.1.1 All school district employees report concerns of hazing, harassment, intimidation, bullying, cyberbullying and/or menacing 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, or from other sources.
- 2.1.2 Students will be encouraged to report all concerns of hazing, harassment, intimidation, bullying, cyberbullying and/or menacing by doing one of the following:
- 2.1.2.1 Completing a Confidential Student Report located in the school office or counseling center; or
- 2.1.2.2 Meet with the principal, assistant principal, counselor, behavior specialist or another trusted employee in the school or department; or
- 2.1.2.3 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 Guardians and community members are encouraged to file a complaint by meeting with the school administrator. Individuals may also file a formal complaint as outlined in ADM-P008.
- 2.2 The principal has the ultimate responsibility for investigating every report of hazing, harassment, intimidation, bullying, cyberbullying and/or menacing but may appoint a designee or involve other district employees as appropriate to ensure the following steps are completed if applicable:
- 2.2.1 Notify a law enforcement agency of possible criminal activity, including but not limited to, child abuse, physical violence, or destruction of property.
- 2.2.2 Implement interim measures to help ensure the safety of students during the investigation.
- 2.2.3 Initiate the student threat assessment (STAT) protocol, sexual incident response (SIRC) protocol, or suicide prevention protocol (SPP)
- 2.2.4 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.
- 2.2.5 Retain records on all complaints, including written documentation of the investigation.



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**2.3 Investigations must include:**

2.3.1 Interviews of involved students, adults with firsthand information, witnesses, and others deemed appropriate by the principal or designee.

2.3.1.1 Interviews of involved individuals and potential witnesses will be conducted separately (e.g., witnesses will be interviewed individually rather than together as a group). Section is not meant to exclude a parent/guardian from being present for an interview involving their student.

2.3.1.2 The District will try to keep the identity of the reporting person confidential, but the 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.

2.3.2 Review of all available evidence.

**2.4** The principal will ensure notification is made to the parents/guardians of a student who was subjected to an act of harassment, intimidation or bullying or an act of cyberbullying and the parents/guardians of a student who may have conducted an act of harassment, intimidation or bullying or an act of cyberbullying.

2.4.1 Notification must occur with involvement and consideration of the needs and concerns of the student who was subjected to an act of harassment, intimidation or bullying or an act of cyberbullying.

2.4.2 Notification is not required if the principal reasonably believes notification could endanger the student who was subjected to an act of harassment, intimidation or bullying or an act of cyberbullying or if all of the following occur:

2.4.2.1 The student who was subjected to an act of harassment, intimidation or bullying or an act of cyberbullying requests that notification not be provided to the student's parents/guardians;

2.4.2.2 The principal determines that notification is not in the best interest of the student who was subjected to an act of harassment, intimidation or bullying or an act of cyberbullying; and

2.4.2.3 The principal informs the student that federal law may require the student's parents or guardians to have access to the student's education record including any requests made as provided by this section.

2.4.3 If the principal does not make the determination outlined in 2.4.2, the principal must inform the student prior to providing notification to their parents/guardians.

2.4.4 When notification is provided under this section, the notification must occur:

2.4.4.1 Within a reasonable period of time; or

2.4.4.2 Promptly, for acts that caused physical harm to the student.

**2.5** At the conclusion of the investigation the principal or designee will:

2.5.1 Notify the student and if applicable the student's parents/guardians of the findings the investigation.

2.5.2 Initiate restorative practices and/or discipline as outlined in District's policy and procedures for students found to have violated the District's policy on hazing, harassment, intimidation, bullying, cyberbullying and/or menacing as outlined in INS-A003.



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**3.0 ASSOCIATED DOCUMENTS:**

- 3.1 INS-A003 Hazing, Harassment, Intimidation, Bullying, Cyberbullying and Menacing; Student
- 3.2 PAP-A001 Child Abuse Reporting
- 3.3 ADM-P008 Complaints, Public: Process for Resolving
- 3.4 INS-F030 Confidential Student Report
- 3.5 ADM-P010 Investigating Reports of Bias Incidents and Symbols of Hate
- 3.6 INS-P032 Investigating Reports of Sexual Harassment: Students

**4.0 REVISION HISTORY:**

| Date     | Description  |
|----------|--|
|          | Document history can be located in the archives  |
| 9/4/13   | Added the word designee to sections 2.3 and other minor language changes.                      |
| 10/10/14 | Add Sec 4.4 Ref to Confidential Student Report   |
| 6/3/19   | Updated sections 2.1 and 2.2 to align with new regulations and reporting tiplines              |
| 12/8/20  | Included information about ADM-P010; updates to 2.1.1, 2.3.1.1, 2.3.1.2 and 2.4.2              |
| 7/26/21  | Added a new section (2.4) outlining the steps for providing notification to parents/guardians. |
| 9/20/21  | Updated reference to suicide prevention protocol in section 2.2.3.                             |

**5.0 FLOWCHART:** None

**6.0 APPROVAL AUTHORITY:**

6.1 Assistant Superintendent

*Approval on file* \_\_\_\_\_  
 Signature Date