



ADM-P010-INVESTIGATING REPORTS OF BIAS INCIDENTS AND SYMBOLS OF HATE

PROCEDURE

EXECUTIVE ADMINISTRATION

SUMMARY

Salem-Keizer School District believes all students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin. District facilities will be a safe and welcoming place where all students, employees, and visitors are entitled to learn, work, and participate in an environment that is safe and free from discrimination, harassment, and intimidation.

INSTRUCTION

1. This procedure describes the process for reporting and investigating bias incidents and symbols of hate. The terms “bias incidents”, “symbols of hate” and “impacted person” are defined in Administrative Policy ADM-A012 - Bias Incidents and Symbols of Hate (All Students Belong).
2. The school administrator or department supervisor receives all reports of bias incidents and symbols of hate.
 - a. All employees are required to report concerns of bias incidents and symbols of hate directly to the school administrator or department supervisor either verbally or in writing and take actions necessary to ensure the immediate safety of students, employees, and visitors.
 - b. Reports may result from the employee’s direct observation, from information obtained from students or parents/guardians, or from other sources.
 - c. Students will be encouraged to report all bias incidents and symbols of hate by doing one of the following:
 - i. Meet with the principal, assistant principal, counselor, behavior specialist, teacher, or another trusted employee in the school
 - ii. Complete a Confidential Student Report located in the school office or counseling center; or
 - iii. Make a report to the Safe Oregon Tipline; Call or text 844-472-3367, email tip@safeoregon.com or visit www.safeoregon.com. Reports may be made anonymously.
 - d. 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 policy ADM-A005 - Public Complaints.
3. 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:
 - a. Recognize the experience of all persons impacted
 - b. Acknowledge the impact to the person reporting the bias incident
 - c. Commit to taking immediate action; and
 - d. Prevent further harm against those persons impacted from taking place.
4. Educational components and redirection procedures, if any, will:

- a. Address the history and impact of bias and hate
 - b. Advance the safety and healing of those impacted by bias and hate
 - c. Promote accountability and transformation for people who cause harm; and
 - d. Promote transformation of the conditions that perpetuated the harm.
5. 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 school administrator or department 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.
6. The school administrator or department supervisor will ensure the following steps are completed if applicable:
- a. Assess the physical and psychological safety of those involved
 - b. Determine what type of response aligns best with the situation and maintains the safety and well-being of others involved
 - c. 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
 - d. Implement interim measures to help ensure the safety of students, staff and visitors during the investigation
 - e. 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
 - f. Give careful consideration to situations that result in safety plans being created. A STAT meeting and review may be warranted
 - g. 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
 - h. 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
 - i. Determine whether the behavior implicates other district policies or civil rights laws, and if so, respond accordingly
 - j. Notify a law enforcement agency of possible criminal activity
 - k. Notify a field coordinator or manager at the district's transportation department if the incident occurred on district-provided transportation or at an official school bus stop
 - l. Notify the Human Resources Department if the concern involves a district employee; and
 - m. Retain records on all complaints, including written documentation of the investigation.
7. Investigation Requirements
- a. Interviews of involved students, employees, adults with firsthand information, witnesses, and others deemed appropriate by the principal or designee.

- b. Interviews of involved individuals and potential witnesses will be conducted separately (i.e., witnesses will be interviewed individually rather than together as a group). This is not meant to exclude a parent or guardian from being present for an interview involving their student.
 - c. 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.
 - d. The following information shall be provided to the persons at whom the behavior was directed, the person who committed the behavior and students in the school community likely to be impacted by the incident:
 - i. Notification that an investigation has been initiated; and
 - ii. Actions taken to prevent reoccurrence.
 - e. Review of all available evidence, including but not limited to, social media posts, messages, photos, and/or videos.
8. Concluding an Investigation
- a. The school administrator or department supervisor will review the findings of the investigation with their district office supervisor. The district office supervisor may consult other District-level or outside resources when making the determination.
 - b. The school administrator or department supervisor will provide the following information to the person at whom the behavior was directed and the person who committed the behavior:
 - i. Notification that an investigation has been completed
 - ii. The findings of the investigation and the final determination based on those findings; and
 - iii. If any of the information cannot be shared for any reason, including the Family Educational Rights and Privacy Act (FERPA) or other confidentiality laws, a citation to the law prohibiting release and an explanation of how that law applies to the current situation.
 - c. 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.
 - d. 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.
 - e. If an individual is found to have violated policy ADM-A012 - Bias Incidents and Symbols of Hate, 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.
 - f. An employee who violates this policy will be subject to consequences and remedial action which may include discipline, up to and including termination.
9. A person may request the District to review the actions taken by employees in responding to and/or investigating a report by filing a written request with the Superintendent or their designee. The review will be conducted by the Superintendent or their designee. Requests must be submitted within 10 working days of the person receiving notification of the findings of the investigation. Individuals may also appeal to the Oregon Department of Education or the United States Department of Education Office for Civil Rights.
10. The District will develop and implement instructional materials to ensure that all school employees, staff, and students are made aware of the policy, this procedure, and related practices. The materials will include reporting procedures, educational processes, and possible consequences.

APPLICABILITY

- This policy applies to all persons.

ASSOCIATED DOCUMENTS

- ADM-A012 - Bias Incidents and Symbols of Hate (All Students Belong)
- ADM-P008 - Public Complaints
- INS-F030 – Confidential Student Report

APPROVAL AUTHORITY

- Executive Administration

REVISION HISTORY

- 11/23/2020 – Policy created and approved
- 09/20/2021 – Updated references to suicide prevention
- 12/08/2024 – Updated to accessible template