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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.

**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. Confidential student information may not be sent via email.

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 are encouraged to report all concerns of hazing, harassment, intimidation, bullying, cyberbullying and/or menacing.

2.1.2.1 Students may file a complaint by completing a Confidential Student Report Form (QAM INS-F030) located in the school office, library and counseling center.

2.1.3 Parents, guardians, and community members may file a complaint by meeting with the school administrator or by filing a formal complaint as outlined in ADM-P008.

2.2 The level director responsible for that school will receive reports of hazing, harassment, intimidation, bullying, cyberbullying and/or menacing in the event that no school administrator is available.

2.2.1 The level director shall take steps necessary to ensure the immediate safety of the students.

2.2.2 The level director shall report the information to the principal upon his/her return and the principal or designee shall complete the investigation.

2.3 The principal has the ultimate responsibility for the investigation but may appoint a designee or involve other district employees as appropriate to ensure the following steps are completed:

2.3.1 Investigate every report of hazing, harassment, intimidation, bullying, cyberbullying and/or menacing.

2.3.2 Initiate the student threat assessment or suicide assessment process if warranted.

2.3.3 Notify the School Resource Officer or Law Enforcement Agency of possible criminal activity, including but not limited to, child abuse, physical violence, or destruction of property.

2.3.4 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.

2.3.5 Retain records on all complaints, including written documentation of the investigation.



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2.4 Investigations must include:

- 2.4.1 Interviews of all involved students, adults with firsthand information, witnesses, and others deemed appropriate by the principal or designee.
  - 2.4.1.1 All interviews shall be conducted individually (e.g., don't bring the alleged bully and the student being bullied together for mediation), and the identity of the person submitting the report shall remain confidential.
- 2.4.2 Review of all available evidence.

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

- 2.5.1 Notify the student and student's parents of the findings the investigation.
- 2.5.2 Initiate 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.

**3.0 MEASUREMENT:**

3.1 This procedure does not lend itself to measurement.

**4.0 ASSOCIATED DOCUMENTS:**

- 4.1 INS-A003 Hazing, Harassment, Intimidation, Bullying, Cyberbullying and Menacing; Student
- 4.2 PAP-A001 Child Abuse Reporting
- 4.3 ADM-P008 Complaints, Public: Process for Resolving
- 4.4 INS-F030 Confidential Student Report

**5.0 RECORD RETENTION TABLE:**

Identification	Storage	Retention	Disposition	Protection
Investigative Documents	School	Permanent		Secure area

**6.0 REVISION HISTORY:**

Date	Revision Ref.	Description
		Document history can be located in the archives
9/4/13	D	Added the word designee to sections 2.3 and other minor language changes.
10/10/14	E	Add Sec 4.4 Ref to Confidential Student Report

**7.0 FLOWCHART:** None

**8.0 APPROVAL AUTHORITY:**

8.1 Assistant Superintendent

*Approval on file*  
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 Signature Date