



Procedure

Investigating Reports of Sexual Harassment: Students

INS-P032

Procedures are continually revised and improved. For the most recent version, please visit <https://salkeiz.sharepoint.com/qam/SitePages/Home.aspx>

1.0 SCOPE:

- 1.1 This procedure describes the process for reporting and investigating sexual harassment involving students.

2.0 PROCEDURE:

- 2.1 The school administrator receives all reports of sexual harassment involving students.

- 2.1.1 All school district employees report concerns of sexual harassment involving students 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 guardians, or from other sources.

- 2.1.2 Students are encouraged to report all concerns of sexual harassment by doing one of the following:

- Complete a Confidential Student Report located in the school office or counseling center; or
- Meet with the principal, assistant principal, counselor, behavior specialist or another trusted employee in the school or department; or
- Make a report to the SafeOregon Tip line: Call or text 844-472-3367, email tip@safeoregon.com or visit www.safeoregon.com. Reports may be made anonymously.

- 2.1.3 Parents/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 sexual harassment 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.

- 2.2.2 Implement interim measures to help ensure the safety of students during the investigation.

- 2.2.3 Initiate the sexual incident response (SIRC) protocol, student threat assessment (STAT) 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.

- 2.3 Investigations must include:

- 2.3.1 Any action necessary to ensure that the impacted person is protected and to promote a nonhostile environment, including:

- Providing resources and support measures to the impacted person; and
 - Taking any action that is necessary to remove the potential future impact on the impacted person, providing that the action is not retaliatory against the impacted person or any employee who reported the behavior to the school administrator.
 - Written notifications at outlined in 2.4
- 2.3.2 Interviews of involved students, adults with firsthand information, witnesses, and others deemed appropriate by the principal or designee. All interviews shall be conducted individually, and the identity of the person submitting the report shall remain confidential to the degree allowed by law and Administrative Policy HUM-A029.
- 2.3.3 Review of all available evidence.
- 2.4 Required written notifications:
- 2.4.1 When a student, employee, or third party files a complaint under the sexual harassment policy, the school administrator shall provide notice to the following individuals:
- Each reporting person;
 - If appropriate, any impacted person who is not a reporting person;
 - Each reported person; and
 - Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person
- 2.4.2 Form INS-F082 fulfills the requirements for written notification specified in Oregon Revised Statute 342.704(4), Oregon Administrative Rule 581-021-0038(5i) and Administrative Policy HUM-A029.
- 2.4.3 The school administrator shall notify each person specified in 2. 4.1 when the investigation is initiated.
- 2.4.4 The school administrator shall notify each person specified in 2. 4.1 when the investigation is concluded, and whether a violation of the policy was found to have occurred following the investigation, **to the extent allowable under state and federal student confidentiality laws.**
- 2.5 At the conclusion of the investigation, the school principal or designee will take action, as appropriate, to address any violations of the sexual harassment policy with a focus on stopping the harassment, preventing its recurrence, and addressing negative consequences..

3.0 ASSOCIATED DOCUMENTS:

- 3.1 HUM-A029, Sexual Harassment
- 3.2 PAP-A001, Child Abuse Reporting
- 3.3 ADM-P008, Complaints, Public: Process for Resolving



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3.4 INS-F030, Confidential Student Reports

3.5 INS-F082, Student-Guardian Sexual Harassment Notice: Impacted Person

3.6 INS-F083, Student-Guardian Sexual Harassment Notice: Reported Person

4.0 REVISION HISTORY:

Date	Description
6/3/19	New procedure
9/22/20	Updates to comply with new legislation
8/26/21	Removed School Resource Officer from 2.2.1
9/20/21	Updated reference to suicide prevention protocol in section 2.2.3.

5.0 APPROVAL AUTHORITY:

5.1 Assistant Superintendent

Approval on file. _____
Signature Date