

Hazing/Harassment/Intimidation/Bullying/Menacing-Staff

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, menacing, and acts of cyberbullying.

Definitions

1. Harassment, intimidation, or bullying: Any repeated or severe act that substantially interferes with a staff member's opportunities or performance, that takes place on District property, or at any District-sponsored activity and has the effect of:
 - A. Physically harming a staff member or damaging a staff member's property; or
 - B. Knowingly placing a staff member in reasonable fear of physical or social/emotional harm to the staff member or damage to the staff member's property; or
 - C. Creating a hostile working environment.

Harassment is also defined to include any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, serious enough to adversely affect the terms and conditions of a person's employment, on the basis of age, race, religion, color, national origin, disability, or sexual orientation.

2. Hazing: Any act that recklessly or intentionally endangers the mental health, physical health or safety of a staff member for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored work activity, work group or work assignment, grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a staff member); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person's willingness to participate.
3. Menacing: Any act which is intended to place a staff member in reasonable fear of imminent serious physical injury.
4. Cyberbullying: Any willful and repeated use of any electronic communication device to convey a message in any form (text, image, audio or video) that harasses, intimidates, or bullies (as defined herein) or is otherwise intended to harm, insult or humiliate another.

Complaint Procedures

The principal, other administrator, or designee shall promptly investigate complaints of harassment, intimidation, bullying, menacing, or cyberbullying as follows:

1. Receive the complaint.

- A. All complaints pursuant to GBNA shall be presented to the site administrator, Chief HR Officer, or superintendent. In order to ensure timely investigation of complaints, all complaints brought under Board Policy GBNA shall be initiated within 30 calendar days of the occurrence of the cause for complaint.
 - B. The complaint shall be reduced to writing and will include the specific nature of the complaint and corresponding dates.
 - C. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.
2. Investigation
 - A. The district official receiving the complaint shall promptly investigate. The district official will arrange such meetings as may be necessary with all concerned parties.
 - B. The parties will have an opportunity to submit evidence and a list of witnesses.
 - C. The investigator shall interview the complainant, the alleged harasser, and witnesses to gather specifics and explain the process, including a discussion of confidentiality and disclosure, what is entailed in the investigation, and possible outcomes.
 3. Conclude the investigation by:
 - A. Documenting the findings and reasons;
 - B. Determining the resolution and/or appropriate disciplinary action according to applicable collective bargaining agreements; applicable statutory authority; school district policies; and regulations; and
 - C. Communicating the decision with the complainant and the alleged harasser.

Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission. If the complainant chooses to file with an outside agency or if legal action or a grievance is filed, the outside process will cause the District's complaint process to cease.