

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **JFCF-AR**  
Adopted: 3/12/01  
Revised: 9/11/06, 8/13/07, 2/08/10

**Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing  
Complaint Procedures - Student**

Building principals and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, menacing and acts of cyberbullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be promptly investigated in accordance with the following procedures:

- Step 1      Any hazing, harassment, intimidation, bullying or menacing information and acts of cyberbullying (complaints, rumors, etc.) shall be presented to the building principal. Complaints against the building principal shall be filed with the superintendent. Information may be presented anonymously. Complaints against the superintendent shall be filed with the Board Chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step 2      The district official receiving the complaint shall promptly investigate. Parents or guardians<sup>1</sup> will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within 10 working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents or guardians as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- Step 3      If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 15 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 15 working days.

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<sup>1</sup>As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

Step 4 If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within 15 working days after receipt of the Step III decision. The Board shall, within 20 working days, schedule a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 15 working days following completion of the hearing.

Complaints related to educational programs and services may be made to the U.S. Department of Education, Office of Civil Rights.

Documentation related to the incident may be maintained as a part of the student's education records.