

Discrimination Complaint Procedure

Any person, including students, staff, visitors and third parties, may file a complaint.

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: ¹Complaints may be oral or in writing and must be filed with the building principal. Any staff member that receives a written or oral complaint shall report the complaint to the building principal.

The building principal shall investigate and determine the action to be taken, if any, and reply, in writing, to the complainant within 10 school days of receipt of the complaint.

Step 2: If the complainant wishes to appeal the decision of the building principal, the complainant may submit a written appeal to the superintendent or designee within five school days after receipt of the building principal's response to the complaint.

The superintendent or designee shall review the building principal's decision within five school days and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the buildings principal's decision. The superintendent or designee will respond in writing to the complainant within 10 school days.

Step 3: If the complainant is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within 30 days of receipt of the appeal by the Board.

If the building principal is the subject of complaint, the individual may start at Step 2 and should file a complaint with the superintendent or designee.

If the superintendent is the subject of complaint, the individual may start at Step 3 and should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, may start at Step 3 and should be submitted to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at Step 3 and be referred directly to the Board vice chair.

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

¹ For district information. The district's timeline established by each step of the district's complaint procedure must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. The district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)

The complainant, if a person who resides in the district, a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal² the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 - 581-002-0023.

Cross Reference(s):

AC - Nondiscrimination

JBAA-AR - Section 504 - Students

KL - Public Complaints

KL-AR(1) - Public Complaint Procedure

KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction

² An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Discrimination Complaint Form

Any person, including staff, students, parents, and third parties, may complete this form.

Name of person filing the complaint: _____

Phone: _____ Employee Student Parent

Email: _____ Other: _____

Name of concerned employee / program / facility: _____

Type of discrimination:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Age | <input type="checkbox"/> Marital status | <input type="checkbox"/> Mental or physical disability |
| <input type="checkbox"/> Color | <input type="checkbox"/> Sex | <input type="checkbox"/> Familial status | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> National or ethnic origin | <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Economic status | <input type="checkbox"/> Discriminatory use of a |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Gender identity | <input type="checkbox"/> Veterans' status | Native American mascot |
| <input type="checkbox"/> Other: _____ | | | |

Specific complaint (please provide detailed information including names, dates, places, activities, etc.): _____

Results of any informal discussions: _____

Suggested solution / resolution / outcome: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

This complaint form should be mailed or submitted to the building principal. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. 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.

OFFICE USE

Disposition: _____

District official: _____ Date: _____