

## Sisters School District 6

Code: **AC-AR**  
Adopted: 11/13/07  
Revised/Reviewed: 6/25/15, 1/8/20  
Orig. Code(s): AC-AR

### **Discrimination Complaint Procedure**

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

Step 1: [1] Complaints may be oral or in writing and must be filed with 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.

Any staff member that receives a written or oral complaint shall report the complaint to the building principal.

Step 2: If the complainant wishes to appeal the decision of the building principal, he/she may submit a written appeal to the superintendent within five school days after receipt of the building principal's response to the complaint. The superintendent shall review the building principal's decision and may meet with all parties involved. The superintendent will review the merits of the complaint and the building principal's decision and respond in writing to the complainant within 10 school days.

Step 3: If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five school days of receipt of the superintendent's response to Step 2. The Board may decide to hear or deny the request for appeal. 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 include the legal basis for the decision, findings of fact and conclusion of law. A copy of the Board's final decision shall be sent to the complainant in writing within 10 days of this meeting.

If the building principal is the subject of complaint, the individual may file a complaint with the Superintendent. If the superintendent is the subject of complaint, the complaint 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, should be made to the Board chair and may be referred to district counsel. Complaints against the Board chair may be made directly to Board vice chair.

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 – 581-002.0023.

<sup>1</sup> [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)]

## **Discrimination Complaint Form**

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Name of Person Filing Complaint	Date	School or Activity
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Student/Parent ☐    Employee ☐    Nonemployee ☐ (Job applicant)    other ☐

Type of discrimination:

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

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of informal discussion.)

Who should we talk to and what evidence should we consider?

Suggested solution/resolution/outcome:

The complaint form should be mailed or taken 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.

R11/22/19 | PH