

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: Complaints may be oral or in writing and must be filed with the building administrator or district department director (if applicable). The district official shall investigate, 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 who receives a written or oral complaint shall report the complaint to the district official.
- Step 2: If the complainant wishes to appeal the decision of the district official, they may, within 10 working days from the date of the district official's written decision, submit a written appeal with the superintendent or designee through the assistant superintendent's office. The superintendent/designee shall meet with all parties involved, as necessary, review the merits of the complaint and the district official'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/designee, a written appeal may be filed with the Board within 10 working days of receipt of the superintendent's/designee's response to Step 2. The Board may decide to hear or deny the request for appeal. The Board may meet with the concerned parties and their representative(s) at a regular or special Board meeting or in Executive Session. 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 10 days of this meeting.

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

Time

The number of days given at each level shall be regarded as a maximum and every effort will be made to expedite the process, unless extenuating circumstances require the superintendent to extend the length of the investigation.

If the complainant, as a person who resides in the district, as a parent or guardian of a student who attends school in the district, or as a student attending school in the district, is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, they may appeal in writing to the Superintendent of Public Instruction under Oregon Administrative Rule 581-021-0049.

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint Date School or Activity

Student/Parent Employee Nonemployee (Job Applicant)

Type of Discrimination Race Gender Identity Sexual Orientation
 Color Gender Expression Disability
 Religion National Origin Parental or Marital Status
 Sex Age

Name of other persons completing this form:

Transcriber: _____

Translator/Interpreter: _____

Other: _____

Specify 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 submitted to the building administrator or district department director (if applicable). 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.