

Discrimination Complaint/Grievance Procedure

Parents or Patron Request for Accommodation:

Requests by parents or patrons for public accommodations under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act should be made in writing to the principal of the school in which the event is scheduled to occur. The request for accommodation should be made a reasonable time before the event for which the accommodation is required.

When a person requests a public accommodation on the basis of disability from the district, the district's 504/ADA compliance officer may request documentation of disability, including a statement by a health professional, on that professional's letterhead, whose license or credentials are appropriate to describe or diagnose the disability. This statement must identify the disability for which the disability accommodation is being requested and any recommended accommodations related to the disability necessary for the person to access the district's programs or activities.

Complaints regarding the interpretation or application of the district's nondiscrimination policy shall be processed in accordance with the following procedures:

Informal Procedure

Any person who feels that he/she has been discriminated against should discuss the matter with the building principal, who shall in turn investigate the complaint and respond to the complainant within 10 school days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

If the building principal is the subject of the complaint, the individual may file a complaint directly with the superintendent or designee. If the superintendent or designee is the subject of the complaint, the complaint may be filed with the Board chair.

Formal Procedure

- Step 1: A written complaint must be filed with the building principal within 10 school days of receipt of the response to the informal complaint. The building principal shall further investigate, decide the merits of the complaint and determine the action to be taken, if any, and reply, in writing, to the complainant within 10 school days.
- Step 2: If the complainant wishes to appeal the decision of the principal, he/she 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 meet with all parties involved, as necessary, make a 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 or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent's or designee response to Step 2. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative at the next regular or special Board meeting. A copy of the Board's decision shall be sent to the complainant within 10 days of this meeting.

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.

Discrimination Complaint Form

Name of Person Filing Complaint Date School or Activity

Student/Parent Employee Nonemployee (Job applicant)

Type of discrimination: Race Color Religion
 Sex National Origin Disability
 Marital Status Age Sexual Orientation

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

Remedy requested:

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.

Signature

Address

Phone