

# Willamette Education Service District

Code: AC-AR  
Adopted: 3/8/05  
Readopted: 9/11/07; 6/08/10

## Discrimination Complaint/Grievance Procedure

Complaints regarding the interpretation or application of the ESD'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 program administrator, who shall in turn investigate the complaint and respond to the complainant within five school days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

If the program administrator is the subject of the complaint, the individual may file a complaint directly with the Superintendent. If the Superintendent 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 program administrator within five school days of receipt of the response to the informal complaint. The program administrator 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 program administrator, he/she may submit a written appeal to the Superintendent within five school days after receipt of the program administrator's response to the complaint. The Superintendent 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, a written appeal may be filed with the Board within five school days of receipt of the Superintendent's 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

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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 program administrator. 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.