Morrow County School District

Code: AC-AR
Adopted: 12/11/00
Revised/Readopted: 5/12/03; 9/14/15; 2/12/18; 10/14/19; 12/09/19; 12/13/21; 4/10/23; 11/9/26

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: Complaints may be oral or in writing and must be filed with the building principal. Any staff member that receives an oral or written 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 the receipt of the complaint.

Step 2: If the complainant wishes to appeal the decision of the 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 may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the building 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. 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 ~~this meeting~~ receipt of the appeal by the Board.

If the building principal is the subject of the 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 the complaint, the complaint may start at step 3 and should be referred to the Board chair.

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 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, but will not be longer than 30 days from the date of the submission

of the complaint at any step. 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.

The complainant, if a person who resides in the district, or 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 appeal[1] the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 002-0023.

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

Discrimination Complaint Form

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

Name of Person Filing Complaint: _____

Date: _____

School or Activity: _____

Student/Parent ☐ Employee ☐ Job Applicant ☐ Other ☐ _____

Type of discrimination:

☐ Race ☐ Mental or physical disability ☐ National or ethnic origin

☐ Religion ☐ Color ☐ Marital status

☐ Age ☐ Sex ☐ Sexual orientation

☐ Familial status ☐ Economic status ☐ Veterans' status

☐ Pregnancy ☐ Discriminatory use of a Native American mascot

☐ Gender identity

☐ Other _____

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: _____

_____

_____

_____

_____

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.