

Morrow County School District

Code: AC-AR
Readopted: 5/12/03
Readopted: 9/14/15
Orig. Code(s): 7710.13-AR

Discrimination Complaint Procedure

Complaints regarding ~~the interpretation or application of the district's nondiscrimination policy~~ **or harassment, on any basis protected by law**, 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. If the superintendent is the subject of the complaint, the complaint may be filed with the Board chair.~~

Formal Procedure

Step 1: ~~A written~~ **Complaints may be oral or in writing and** must be filed with the building principal, ~~within five 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~~ **of the 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 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 ~~written~~ complaint. The superintendent shall **review the building principal's decision and may** meet with all parties involved, ~~as necessary,~~ **The superintendent will review the merits of the complaint and the building principal's decision** ~~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. **The Board may decide to hear or deny the request for appeal.** ~~In an attempt to resolve the complaint, t~~ **The Board shall 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 conclusions 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 the complaint, the individual may file a complaint with the superintendent . If the superintendent is the subject of the complaint, the complaint should be referred to the Board chair.

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.

Timelines may be extended based upon mutual consent of both parties.

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) 581-022-1940.**