

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: ~~[¹]Complaints may be oral or in writing and must be filed with the {principal}. Administrator or designee. Any staff member that receives an oral or written complaint shall report the complaint to the {principal}.~~

The {principal} administrator or designee shall investigate and 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 that receives a written or oral complaint shall report the complaint to the {principal}.~~

Step 2: If the complainant wishes to appeal the decision of the {principal} administrator or designee, ~~he/she~~the complainant may submit a written appeal to the superintendent ~~for designee~~ within ~~five~~ school days after receipt of the {principal}'s administrator or designee's response to the complaint.

The superintendent ~~for designee~~ ~~shall~~ ~~may~~ review the {principal}'s administrator or designee's decision within ~~five~~ school days and may meet with all parties involved. The superintendent ~~for designee~~ will review the merits of the complaint and the {principal}'s administrator or designee's decision, ~~and~~ The superintendent ~~for 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 ~~for designee~~, a written appeal may be filed with the Board within ~~five~~ school days of receipt of the superintendent's ~~for 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~~ ~~[a 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 ~~10~~ days of this meeting.

¹ [For district information. The district's timeline established by each step of the district's complaint procedure must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. The district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)]

If the ~~principal~~ administrator or designee is the subject of the complaint, the individual may start at ~~s~~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 ~~s~~Step 3 and should be referred 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, may start at ~~s~~Step 3 and should be ~~made~~ submitted to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at ~~s~~Step 3 and be ~~made~~ referred directly to ~~the~~ ~~{district counsel}~~ ~~{Board vice chair}~~.

~~The Timelines established in each step of this procedure may be extended based upon mutual consent of both parties, 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.~~

~~If~~ The complainant, ~~is~~ if a person who resides in the district ~~{,}~~ ~~{or}~~ ~~is~~ a parent or guardian of a student who attends school in the district ~~{or is 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, ~~whichever occurs first~~ of the initialing filing of the complaint, ~~he/she~~ may appeal² ~~in writing to the Superintendent of Public Instruction under~~ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) ~~581-021-0049~~ 581-002-0001 – 002-0023.

² An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

