

Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: AC-AR
Adopted: 11/21/05

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 five school days. If this response is not acceptable to the complainant he/she may initiate formal procedures.

Formal Procedure:

Step I: A written complaint 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 receipt of the complaint.

Any staff member that receives a written or oral complaint shall report the complaint to the building principal.

Step II: 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] [may] review the building principal's decision and may meet with all parties involved, as necessary. The superintendent [or designee] 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 III: 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 II. The Board may decide to hear or deny the request for appeal. In an attempt to resolve the complaint, 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 [or designee]. If the superintendent is the subject of the complaint, the complaint 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, should be made to the Board chair and may be referred to district counsel. Complaints against the Board chair may be made directly to [district counsel] [Board vice chair].

Timelines may be extended based upon mutual consent of both parties [in writing].

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.

(continued)



DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint Date School or Activity

Student/Parent ☐ Employee ☐ Non-Employee ☐ ☐ (Job Applicant) Other ☐ _____

Type of discrimination:

<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> Religion
<input type="checkbox"/> Sex	<input type="checkbox"/> National Origin	<input type="checkbox"/> Disability
<input type="checkbox"/> Marital Status	<input type="checkbox"/> Age	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> 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?

~~Remedy Requested~~ Suggested solution/resolution outcome:

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.