

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: Complaints may be oral or in writing and must be filed with the building principal ~~within~~. **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.
- ~~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~~ **the complainant** may submit a written appeal to the superintendent within five school days after receipt of the building principal's response to the complaint. The superintendent shall review the building principal's decision **within five school days** ~~and~~ may meet with all parties involved. The superintendent will review the merits of the complaint and the building principal's decision. ~~and~~ **The superintendent 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, 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 **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 10 days of this meeting.

If the building principal is the subject of the complaint, the individual may start at ~~s-~~Step 2 and **should** file a complaint with the superintendent. 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.

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 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 ~~is~~ **if** a person who resides in the district, is ~~is~~ **or** 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** ~~or~~ 90 days, ~~whichever occurs first,~~ **of the initial filing of the complaint,** he/she may appeal¹ ~~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.**

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