

BEND-LA PINE SCHOOLS
Administrative School District No. 1
Deschutes County, Oregon
ADMINISTRATIVE REGULATION

Name: Discrimination Complaint/Grievance Procedure
Section:
Code: AC-AR

Complaints regarding the interpretation or application of the district's nondiscrimination policy AR shall be addressed as follows:

INFORMAL PROCEDURE

Any person who feels that he/she has been discriminated against should discuss the matter with the principal or administrator in charge, who shall in turn investigate the complaint and respond to the complainant within [five] school days, or as soon as reasonably practicable under the circumstances. If this response is not acceptable to the complainant, he/she may initiate the Formal Procedure set forth below.

If the principal or administrator in charge is the subject of the complaint, the individual may file a complaint directly with the superintendent or designee. If the superintendent or designee is the subject of the complaint, the complaint may be filed with the Board chair. The Board chair may appoint a designee to investigate the complaint and respond to the complainant as described above.

At the discretion of the superintendent or Board chair, any complaint concerning the interpretation or application of the district's nondiscrimination policy may be reviewed and addressed under the Formal Procedure set forth below, without following the Informal Procedure described above. In such event, the complainant shall be so notified in writing and asked to submit a written complaint to initiate the Formal Procedure.

FORMAL PROCEDURE

Step 1: A written complaint must be filed with the principal or administrator in charge within 10 business days of receipt of the response to the informal complaint, or from receipt of notice from the superintendent or Board chair that the Formal Procedure will be initiated. Upon receipt of the written complaint, the principal or administrator in charge shall further investigate, determine the action to be taken, if any, and respond in writing to complainant as soon as reasonably practicable under the circumstances.

Step 2: If the complainant wishes to appeal the decision of the principal or administrator in charge, he/she may submit a written appeal to the superintendent or designee within 10 business days after receipt of the principal's or administrator in charge's response to the complaint. The superintendent or designee shall meet with all parties involved, as necessary, make a decision and respond in writing to the complainant as soon as reasonably practicable under the circumstances.

Step 3: If the complainant is not satisfied with the response of the superintendent or designee, a written appeal may be filed with the Board within 10 business days of receipt of the superintendent's or designee's response to Step 2. The Board will review the complaint and response and at its discretion, may schedule a hearing. After review of the complaint and response, or following any hearing, the Board will notify complainant whether it affirms the response of the superintendent or designee, or whether further action is appropriate.

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.

Reviewed: 12/17/12, 5/5/14

Approved: 12/17/12, 5/6/14

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint

Date

School or Activity

Student/Parent/Guardian

Employee

Other (describe: _____)

Basis for discrimination: Race

Color

Religion

Sex

National Origin

Disability

Marital Status

Age

Sexual Orientation

Specific Complaint: (Please provide detailed information including names, dates, places, activities and results of informal discussion.)

Remedy Requested:

The complaint form should be mailed or taken to the principal or administrator in charge. 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.

Reviewed: 12/17/12, 5/5/14

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