

Crook County School District

Code: GBM-AR
Adopted: 5/18/15
Revised/Readopted: 1/13/20
Orig. Code: GBM-AR

Grievance/Dispute Resolution Procedures

The district will follow the proper grievance procedures set forth in the certified (licensed) and classified (non-licensed) association agreements for all certified and classified employees.

It is an unlawful employment practice for an employer to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment for the reason that the employee has in good faith reported information in a manner as to disclose employer violations of any federal or state law, rule or regulation, mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health and safety.

Complaints regarding discrimination or harassment, on any basis protected by law, and complaints alleging retaliation for engaging in activities protected under federal and state civil rights laws, shall be processed in accordance with the following procedures:

Step 1: Complaints may be oral or in writing and must be filed with the principal or supervisor. The principal or supervisor 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 or supervisor.

Step 2: If the complainant wishes to appeal the decision of the principal or supervisor, they may submit a written appeal to the superintendent or designee within five school days after receipt of the principal or supervisor's response to the complaint. The superintendent or designee shall review the principal or supervisor's decision and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the principal's or supervisor's 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 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 2. The Board may decide to hear or deny the request for an appeal. The Board may meet with the concerned parties and their representative at a regular or special board meeting or executive session if the subject matter is allowed under the Oregon law. 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 principal or supervisor is the subject of the complaint, the individual may start at step 2 and file a complaint with the superintendent or designee. If the superintendent or designee is

the subject of the complaint, the complaint may start at step 3 and 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 step 3 and 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.

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

If the complainant is a person who resides in the district, is a parent or guardian of a student who attends school in the district or is a student and is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, they may appeal in writing to the Superintendent of Public Instruction-under Oregon Administrative Rule (OAR) 581-021-0049.

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint Date School or Activity

Student/Parent Employee Nonemployee (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 or ethnic origin | <input type="checkbox"/> Mental or physical disability |
| <input type="checkbox"/> Marital status | <input type="checkbox"/> Age | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Familial status | <input type="checkbox"/> Economic status | <input type="checkbox"/> Veterans' status |
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Discriminatory use of a Native American mascot | |
| <input type="checkbox"/> Other _____ | | |

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

Whom should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

The complaint form should be mailed or taken to the 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.