

# JUNCTION CITY SCHOOL DISTRICT

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## REGULATION: DISCRIMINATION COMPLAINT PROCEDURE

CODE: AC-R

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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. The building principal shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within ten (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 may submit a written appeal to the superintendent or designee within five (5) school days after receipt of the building principal's response to the complaint. The superintendent or designee may review the principal's decision and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the principal's decision and respond in writing to the complainant within ten (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 (5) school days after receipt of the superintendent's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal. 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 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 ten (10) school days of this meeting.

If the 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.

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 the Board vice chair.

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

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.

Approved Kathleen Rodden-Nord  
*Superintendent*

September 23, 2015  
*Date*