McMinnville School District #40

Code: AC-AR
Adopted: 10/14/19
Orig. Code: AC-AR

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 or direct supervisor. Any staff member that receives an oral or written complaint shall report the complaint to their direct supervisor, all discrimination complaints will be processed according to the procedures established in District Policy KL – Public Complaints.

The timelines for discrimination complaints is established in each step of Policy KL may be extended upon mutual consent of 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.

The complainant, if a person who resides in the district or a parent or guardian of a student who attends school in the district or 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 90 days of the initialing filing of the complaint, may appeal[1] the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR)581-002-0001 – 002-0023.

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.

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