

Lake County Education Service District

Code: **AC-AR**
Adopted: 6/27/06, 9/23/15, 12/20/17

Discrimination Complaint/Grievance Procedure

Complaints regarding discrimination or harassment, on any basis protected by 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 immediate supervisor. The immediate supervisor shall investigate and determine the action to be taken, if any, and reply, in writing, to the complainant within 10 business days of the receipt of the complaint.

Any staff member that receives a written or oral complaint shall report the complaint to immediate supervisor.

Step 2: If the complainant wishes to appeal the decision of the immediate supervisor, he/she may submit a written appeal to the superintendent within five business days after receipt of the immediate supervisor's response to the complaint. The superintendent shall review the immediate supervisor's decision and may meet with all parties involved. The superintendent will review the merits of the complaint and the immediate supervisor's decision and respond, in writing, to the complainant within 10 business 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 business days of receipt of the superintendent's response to Step 2. The Board may decide to hear or deny the request for appeal. In an attempt to resolve the complaint, 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 immediate supervisor is the subject of the complaint, the individual may start at step 2 and may file a complaint with the superintendent. If the superintendent is the subject of the complaint, the complaint may start at step 3 and should 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 should be made to the Board chair and may be referred to ESD counsel. Complaints against the Board chair may start at step 3 and may be made directly to the Board vice chair.

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

If the complainant is a person who resides in the ESD, is a parent or guardian of a student who attends a school operated by the ESD, or is a student and 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) 581-021-0049.

