

Kalmiopsis Community Arts High School

Code: AC-AR

Adopted: 9/8/2025

Discrimination and Harassment 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 Civil Rights Coordinator. Any staff member that receives an oral or written complaint shall report the complaint to the Teacher Leader who holds the office of the Civil Rights Coordinator.

The Civil Rights Coordinator shall determine the action to be taken, if any, and reply in writing to the complainant within 5 school days of receipt to acknowledge the complaint and offer appropriate supportive measures. If the Civil Rights Coordinator determines that the incident falls under state or federal definitions of discrimination or harassment, a formal investigation will be made. The Civil Rights Coordinator will work alongside two other Teacher Leaders designated as the investigator and decision-maker respectively. Following the investigation, the Civil Rights Coordinator shall notify the complainant, in writing, of the decision.

Step 2: If the complainant wishes to appeal the decision, the complainant may submit a written appeal to the Civil Rights Coordinator within 5 school days after receipt of the decision.

The Civil Rights Coordinator will refer the appeal to the designated appeals decision-maker, who shall review the decision within 5 school days of receiving the appeal and may meet with all parties involved. Another Teacher Leader designated as the appeals decision-maker will review the merits of the complaint and the decision. The appeals decision-maker will respond in writing to the complainant within 10 school days.

Step 3: If the complainant is not satisfied with the decision of the appeals decision-maker, a written appeal may be filed with the Board within 5 school days of receipt of the response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the 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 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 within 10 days of this meeting.

If a Teacher Leader is a subject of the complaint, the complainant may start at Step 3 and file a written complaint directly with the Board.

¹ The timeline established by each step of the district's complaint procedure must be within 30 days of the submission of the complaint at any step, unless the school and complainant have agreed in writing to a longer time period for that step. The complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the school and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)

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Complaints against the Board as a whole or against an individual Board member, may start at Step 3 and should be submitted to the Board chair. Complaints against the Board chair may start at Step 3 and be referred directly to the Board vice chair.

The timelines established in each step of this procedure may be extended based upon mutual consent of the Civil Rights Coordinator 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 school and the complainant.

If the complainant, a person who resides in the district, or a parent or guardian of a student who attends the school, or a student, is not satisfied after exhausting local complaint procedures, the school 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 initial filing of the complaint, the complainant may file a separate complaint with the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 002-0023.

Discrimination and Harassment Complaint Form

Name of person filing complaint _____

Date _____ School or Activity _____

Student/Parent ☐ Employee ☐ 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"/> Familial status | <input type="checkbox"/> Economic status |
| <input type="checkbox"/> Veterans status | <input type="checkbox"/> Age | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Discriminatory use of a Native American mascot | |
| <input type="checkbox"/> Gender | <input type="checkbox"/> Other _____ | |

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

Who should we talk to and what evidence should we consider?

Suggested solution/resolution/outcome:

This complaint form should be mailed or submitted to the Teacher Leader who holds the office of Civil Rights Coordinator.

Direct complaints related to educational programs and services may also be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may also be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities commission.

