

Ontario School District 8

Code: AC-AR
Revised/Reviewed: 8/18/10; 4/25/24; 7/16/24;
6/02/25; 10/20/25; 8/24/26

Discrimination Complaint Procedure

Any person, including students, staff, visitors and third parties, may file a complaint.

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 Civil Rights Coordinator.

The Civil Rights Coordinator 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, when possible.

Step 2: If the complainant wishes to appeal the decision of the Civil Rights Coordinator, the complainant may submit a written appeal to the superintendent or designee within ten school days after receipt of the Civil Rights Coordinator's response to the complaint.

The superintendent or designee shall review the Civil Rights Coordinator's decision within ten school days, when possible, and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the Civil Rights Coordinator's decision. The superintendent or designee will respond in writing to the complainant within ten school days, when possible.

The decision of the superintendent or designee is final and constitutes the completed local administrative decision of the Ontario School District. Internal remedies are fully exhausted upon issuance of the superintendent's or designee's decision. Neither party may appeal or petition the decision to the Board of Directors.

If the Civil Rights Coordinator is the subject of the complaint, the individual may start at Step 2 and should 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 and directly to the Deputy Superintendent of Public Instruction (Oregon Department of Education). The Board may refer the complaint to a third party.

Complaints against the Board as a whole or against an individual Board should be submitted to the Board chair, referred to district counsel, and referred to the Deputy Superintendent of Public Instruction (Oregon Department of Education).

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing. 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 is not satisfied after exhausting local complaint procedures of the complaint, may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

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

Discrimination Complaint Form

Any person, including students, staff, visitors and third parties, may file a complaint.

Name of Person Filing Complaint	Date	School or Activity
Student/Parent ☐ Employee ☐ Job applicant ☐ Other ☐ _____		

Type of discrimination:

- | | | |
|--|--|--|
| ☐ Race
☐ Color
☐ Religion
☐ Sex
☐ National or ethnic origin
☐ Gender identity | ☐ Mental or physical disability
☐ Marital status
☐ Familial status
☐ Economic status
☐ Veterans' status | ☐ Age
☐ Sexual orientation
☐ Pregnancy
☐ Discriminatory use of a Native American mascot
☐ Other _____ |
|--|--|--|

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

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 Civil Rights Coordinator at enorton@ontario.k12.or.us or at 195 SW 3rd Ave Ontario OR 97914.

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.