

**GRIEVANCE PROCEDURE FOR FILING, PROCESSING  
AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS  
(STUDENTS, PATRONS AND EMPLOYEES)**

**I. Definitions**

- A. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, religion, gender, age, disability, veteran status or sexual orientation. This includes, but is not limited to, admissions and educational services and programs. The district also provides equal access to the Boy Scouts of American and other designated youth groups.
- B. Grievant: Any person enrolled in or employed by the School District who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age, qualified disability veteran status or sexual orientation. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievants in this paragraph, members of the public may also be potential grievants. For purposes of this policy, a parent's complaint or grievance shall be handled in the same manner as a student's complaint would be..
- C. Title IX, ADA, Title VI, Title VII and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Title VI, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VI, Title VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.
- D. Respondent: The person alleged to be responsible for the violation contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- E. Day: Day means a working day when the School District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

## **II. Pre-Filing Procedures**

- A. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the applicable Coordinator, and reasonable effort should be made to resolve the problem or complaint.

## **III. Filing and Processing Discrimination Complaints**

- A. Grievant: Submits written complaint to the applicable Coordinator, stating name, nature and date of alleged violation; names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaints must be submitted within 10 days of alleged violation. Complaint forms are available from the office of the superintendent and the Coordinators.
- B. Applicable Coordinator: Conducts an investigation, within 10 days, to the extent reasonably possible, which would include but not be limited to, interviewing the complainant, any witnesses, review of any supporting documents and interviewing the respondent; and asks respondent to:
  - i) Confirm or deny facts;
  - ii) Indicate acceptance or rejection of student or employee's requested action; or
  - iii) Outline alternatives.
- C. Respondent: Submits written answer within 10 days to the applicable Coordinator.
- D. Applicable Coordinator: Within 5 days after receiving respondent's answer, applicable Coordinator schedules a hearing.
- E. Grievant, Respondent and Applicable Coordinator: Hearing is conducted. In circumstances involving allegations of sexual harassment, the applicable Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
- F. Applicable Coordinator: Issues within 5 days after the hearing a written decision to the Grievant and Respondent.

- G. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the applicable Coordinator within 5 days and request, in writing, a hearing with the superintendent or his/her designee. This step is applicable only to situations in which a Coordinator other than the superintendent or his/her designee conducted the initial hearing.
- H. Superintendent or Designee: Schedules within 10 days of request a hearing with the Grievant and Respondent
- I. Superintendent or Designee, Grievant and Respondent: Hearing is conducted.
- J. Superintendent or Designee: Issues a written decision within 5 days following the hearing.
- K. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the superintendent, in writing, within 5 days and request a hearing with the Board of Education.
- L. Superintendent: Notifies Board of Education, in writing, within 5 days after receiving request. Superintendent schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.
- M. Board, Grievant, Respondent, Superintendent and Applicable Coordinator: Hearing is conducted. Board issues a final decision at the hearing regarding the validity of the grievance and any action to be taken.

**A. General Provisions**

- A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 120 days.
- B. Access to Regulations: Upon request, the School District shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified disability or veteran status.
- C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

- D. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
- E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
- F. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.
- G. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the Section 504 Coordinator.

**V. Compliance Coordinators**

Danny Henrie  
 ADA Coordinator  
 1501 North Ash  
 Owasso, OK 74055  
 1-918-272-8091

Rhonda Heller  
 Section 504 Coordinator  
 1501 North Ash  
 Owasso, OK 74055  
 1-918-272-8021

Zach Duffield  
 Title IX Coordinator  
 1501 North Ash  
 Owasso, OK 74055  
 1-918-272-1867

Diana Bishline (Elementary) or  
 David Hall (Secondary)  
 Title VII Coordinator  
 1501 North Ash  
 Owasso, OK 74055  
 1-918-272-5367