

OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE NONDISCRIMINATION OF STUDENTS

3210P

Any student served directly by Olympic ESD 114 (OESD) may file a complaint alleging the OESD has violated non-discrimination laws.

This complaint procedure will apply to the general conditions of OESD Board Policy 3210-Nondiscrimination of Students.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. OESD is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a complaint under Policy 3210 and from retaliating against an individual for filing such a complaint.

INFORMAL PROCESS FOR RESOLUTION

Any student participating in an OESD program who has an allegation of discrimination may request an informal meeting with the designated OESD compliance officer to resolve his/her concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, OESD must notify the complainant of their right to file a formal complaint. Upon initial contact by the student, the compliance officer will provide the student with a copy of OESD Policy 3210 - Nondiscrimination of Students and related OESD related procedure.

FORMAL PROCESS FOR RESOLUTION

A written complaint may be submitted to the OESD compliance officer and must include the specific acts, dates (if possible), conditions or circumstances alleged to be in violation of the OESD non-discrimination policy.

Upon receipt of a complaint, the OESD compliance officer will provide the complainant a copy of this procedure. The compliance officer and complainant may agree to resolve the complaint in lieu of an investigation. If not, the compliance officer will investigate the allegations within 20 calendar days and provide the OESD superintendent with a full written report of the complaint and the results of the investigation.

The superintendent or compliance officer will meet the complainant and provide a written decision as expeditiously as possible, but in no event later than 10 calendar days following receipt of the results of the investigation, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, OESD will notify the complainant in writing of the reason for the extension and the anticipated response date.

The decision of the superintendent and/or compliance officer will include: 1) a summary of the results of the investigation; 2) whether OESD has failed to comply with anti-discrimination laws; and 3) if non-compliance is found, corrective measures OESD deems necessary to correct it.

Any corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than 30 calendar days following the mailing of the written response to the complaining party unless otherwise agreed to by the complainant.

Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to OESD and the disposition, including any corrective measures instituted by OESD, will be retained in the office of the compliance officer for a period of six years.