

Equal Educational Opportunities

1. Administrative Procedure:

Prior to the beginning of the school year and at appropriate times thereafter, a public notice will be issued in school publications, local newspapers, recruitment materials, application forms and other appropriate media to advise students, parents, employees and the general public that all District programs or activities and employment opportunities will be offered without regard to race, color, religion, national origin, sex, disability or marital status.

All such notices shall contain the name and address of the Section 504 Compliance Officer and the Title IX Coordinator, and shall contain course descriptions and/or program offerings and admission criteria.

All notices shall be available to visually or hearing impaired persons.

2. Complaint Procedure:

DEFINITIONS

Complaint: A written statement describing the claim that there has been discrimination or harassment on the basis of race, color, religion, sex, marital status, national origin or disability. The statement should furnish sufficient background to allow the District to evaluate the alleged violation, including date(s), the identity of persons involved and witnesses, and the actions and/or omissions that led to the allegation.

Complainant: Any student claiming discrimination on the basis of any of the grounds named above.

Party in Interest: Person or persons against whom a complaint is being made or whose interest may be adversely affected by any decision with respect to such complaint.

District Compliance Officer: The Director of Human Resources, or another appropriate director he or she specifies, designated to coordinate the district's efforts to prevent discrimination against or harassment of students and be responsible for investigating complaints.

GENERAL CONSIDERATIONS

These procedures are designed for the prompt and equitable resolution of student complaints involving discrimination or harassment on the basis of race, color, religion, sex, marital status, national origin or disability.

Every effort should be made to resolve the complaint at the lowest possible level.

Any information received during this process shall be confidential. No information learned through it shall be made available to anyone unless that person has a legitimate interest in the record of the proceedings. Each school shall inform students and their parents of this policy and regulation and shall make copies of them available upon request.

COMPLAINT RESOLUTION PROCEDURE

a. Initial Communication

A complainant should, if possible, try to resolve the matter directly and informally with the party in interest within 10 school days of the date of the alleged discrimination. Another student or an adult may serve as an advocate for this initial contact and, if needed, for steps b and c.

b. Review

If the matter cannot be resolved directly and informally with the party in interest, the complainant or advocate should submit a written complaint to the District Compliance Officer within 20 school days of the date of the alleged discrimination or harassment.

The District Compliance Officer will meet with the complainant and/or advocate and the party in interest, together or separately, investigate the complaint and attempt to arrive at a mutually agreeable resolution of the problem. The District Compliance Officer shall send a written determination of his or her resolution of the complaint to the complainant and the party in interest.

c. Appeal to Superintendent

If either party is not satisfied with the District Compliance Officer's determination in step b, they may submit a written request for review, with copies of the complaint and the recommendation attached, to the superintendent within 10 school days of the date of the written recommendation. A copy of the request for review should also be sent to the District Compliance Officer.

The superintendent or designee shall investigate further, meet with the parties involved and make a finding and written recommendation to the complainant and party in interest. This decision should include the imposition of appropriate sanctions, where warranted. The decision of the superintendent shall be final.

In the event that the complainant remains dissatisfied with the outcome of this complaint resolution procedure, he or she may pursue any remedy authorized by law.

Approved: August 3, 1989

Revised: May 2000

CROSS REF.: ACA, Nondiscrimination on the Basis of Sex
 ACB, Nondiscrimination on the Basis of Disability
 JBA/GBAA, Harassment of Students
 GBAA/JBA, Sexual Harassment