

NON-DISCRIMINATION

It is the policy of the Western Heights School District to provide equal opportunities. The district does not discriminate in admission to or employment in any district educational program, including Vocational/Information Technology programs, or activities on the basis of race, creed, national origin, color, religion, age, gender, disability, veteran or marital status or any other status recognized by law. The district provides equal access to the Boy Scouts and other designated youth groups.

Designated district coordinators are: Title IX & VI Coordinator – the Assistant Superintendent for the district and 504 & Title II Coordinator – the Director of Federal Programs. The address of both coordinators is 8401 SW 44th Street, Oklahoma City, OK 73179.

This Notice of Non-Discrimination will be distributed to all district students and employees on an annual basis. This information shall be displayed prominently on the district website, in district announcements, bulletins, catalogs and/or application forms used in connection with recruitment of students and employees.

The district has adopted and published grievance procedures to address discrimination claims by individuals including students and/or employees.

DISCRIMINATION COMPLAINTS PROCEDURES (Grievance Procedures)

The following procedures will be used by any person, including personnel and students for the filing, processing, and resolution of alleged discrimination complaints.

Definitions

1. **Discrimination Complaint:** A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, religion, national origin, gender, qualified handicap, veteran status, or other perceived discrimination.
2. **Student Grievant:** A student of the Western Heights Public School district who submits a complaint alleging discrimination based on race, color, religion, national origin, gender or qualified handicap.
3. **Employee Grievant:** An employee of the Western Heights Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, gender, age, qualified handicap, or veteran status.
4. **Public Grievant:** Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, national origin, religion, gender, age, qualified handicap or veteran status.
5. **Title IX, 504, and ADA Coordinator (compliance coordinator):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and other state and federal law addressing equal educational opportunity. The coordinator is responsible for processing and investigating complaints.
6. **Respondent:** The person alleged to be responsible for the violation alleged 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.
7. **Day:** Day means working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays and holidays.

Pre-Filing Procedures

Prior to the filing of a written complaint, the grievant is encouraged to visit with the site supervisor (such as the high school principal or dept. supervisor) and reasonable effort should be made to resolve the problem or complaint.

Filing and Processing Discrimination Complaints

The district's compliance coordinator shall provide, upon request, a grievance form. This form should be submitted to the District Compliance Coordinator within 30 days of the alleged violation. The form shall include the individual's name and address, an explanation of the grievance, and reference to facts, documents, witnesses, or other proof of support for the claim. Additionally, each individual filing a grievance shall state the relief requested and any recommendation for addressing, correcting, or otherwise adjusting the source of the perceived problem, concern or complaint. (Form included in this policy)

The compliance coordinator will immediately review the grievance. The compliance coordinator will determine whether the grievant has supplied the information necessary to permit reasonable investigation of the claim or charge. If an insufficient statement of the grievance is submitted or if additional information is desirable, the compliance coordinator will inform the grievant. The grievant will have ten (10) calendar days to supply the necessary information. In the absence of supplemental information, the compliance coordinator will proceed with investigation of the claim.

The compliance coordinator or designee will investigate the grievance. The investigation shall consist of a review of documents, interviews with appropriate individuals, and other action consistent with the nature and scope of the grievance.

The investigation must be completed within (30) thirty days of submission of the grievance. In the event the grievant submits additional information pursuant to the request of the compliance coordinator, the report shall be due within thirty (30) days of the submission of additional information. The compliance coordinator's report shall state the grievance, the scope of the investigation, findings related to the grievance, and a recommended disposition. A copy of the grievance decision shall be furnished to the grievant, respondent and to the Superintendent.

The grievant shall have ten (10) calendar days from receipt of the compliance coordinator's report to file with the Superintendent an appeal of the findings or recommendations made. The Superintendent shall schedule a meeting to consider the report and recommendation of the compliance coordinator and the objections of the grievant. Following this meeting, the Superintendent may request additional investigation by the compliance coordinator, adopt the recommendation of the compliance coordinator, enter the Superintendent's own findings, adopt the relief request of the grievant, or take other action deemed necessary to achieve a reasonable resolution of the grievance.

The superintendent's decision shall be rendered within fifteen (15) calendar days from any meeting scheduled to discuss and consider the grievance. A copy of the Superintendent's decision shall be furnished to the grievant and respondent.

The grievant shall have ten (10) calendar days from receipt of the Superintendent's decision to file an appeal with the Board of Education. The request for appeal must be placed in writing to the Board Clerk and the appeal will be scheduled as per board agenda regulations. The decision of the Board is final.

General Provisions

1. 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 the date that the complaint is filed until the complaint is resolved shall be not more than 180 days.
2. Access to Regulations: The Western Heights Public School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, gender, age qualified handicap or veteran status upon request.
3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel files. Complaint records shall be maintained on file for three (3) years after complaint resolution.

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GRIEVANCE FORM

Name of individual filing grievance: _____

Address of individual filing grievance: _____

(city, state, zip) _____

Explanation of Grievance: _____

Reference to facts, documents, witnesses, or other proof of support for the claim: _____

REQUESTED ACTION: _____

Date of alleged violation _____

Person responsible for violation _____

