

# AC-AR Discrimination Complaint Procedure

LINCOLN COUNTY SCHOOL  
DISTRICT

Code: **AC-AR**  
Adopted: Unknown  
Revised/Readopted: 7/9/02  
Orig. Code(s): R1441

## Discrimination Complaint Procedure

### Level I

Any person who feels that he/she has been discriminated against in violation of the law is encouraged to discuss the matter with the individual alleged to have caused the discrimination or the principal of the school if the incident occurred in a specific building.

### Level II

If the complainant is dissatisfied with the results under Level I, a complaint may be filed with the district Title IX coordinator. The formal complaint will be in writing and should contain specific details covering the incident and the desired remedy. The complaint form should be taken to the office of the superintendent, or mailed to P.O. Box 1110, Newport, OR 97365.

On receipt of the complaint, an investigation will be conducted by the superintendent or designee to determine if unlawful discrimination has occurred. Within 30 days after receipt of the complaint, the district will respond in writing to the complainant. The response shall state whether or not the district believes discrimination has occurred and what steps might be undertaken to resolve the problem.

### Level III

If the complainant is not satisfied with the disposition of the complaint at Level II, a written appeal may be filed with the superintendent/designee. The superintendent/designee shall determine whether or not to review the case based upon the written appeal. If the superintendent/designee decides to hold a hearing, a written record should be kept of such proceedings.

### Level IV

If the complainant is not satisfied with the disposition of the complaint at Level III, a written appeal may be filed with the Board. The Board shall determine the disposition of the complaint with the advice of the Board's attorney.

If the complainant is represented by an attorney, the complaint is to be directed to the Board's attorney. See Discrimination Complaint Form.

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction.

[Click HERE to download the Discrimination Complaint Form](#)