



# CORVALLIS SCHOOL DISTRICT

## Complaint Process Types

Updated April 8, 2022

### Public Complaint Policy and Procedures

Any student, parent/guardian, staff member, or member of the public may formally submit a complaint. Individuals who wish to express a concern or share a complaint regarding instructional practices or resources, harassment, discipline, or discrimination should begin at the school level first. If discussing concerns with the classroom teacher or building principal/assistant principal does not resolve the issue, individuals should access the district's Formal Complaint Process.

#### **Policy - [Board Policy KL](#)**

In general, a complaint follows these steps. For a more thorough explanation, please access the links for **Procedures - [KL-AR 1](#), [KL-AR 2](#)**

1. An individual submits a complaint in writing using the online form stating the nature of the complaint and a suggested solution. A response will be sent, in writing, within 10 school days.
2. If the individual is dissatisfied with the response presented, they may file an appeal to the Assistant Superintendent's office within 10 working days of the dated response. An appeal response will then be sent, in writing, within 10 working days.
3. If the individual is dissatisfied with the appeal response, they may file an appeal to the Board of Directors via the Superintendent. The Board may hold a hearing to hear the complaint, review the findings and previous responses, and to evaluate any other evidence as it deems appropriate.

## COMPLAINT TYPES

Please note, individuals filing a formal complaint do not have to categorize their complaint prior to submission.

### Bias Incident

The Corvallis School District is committed to equity and prohibits the use or display of any symbols of hate on school property or in an education program.

A bias incident is an expression of hostility toward another person, relating to the other person's perceived race, color, religion, gender identity, gender expression, sexual orientation, disability, or national origin. Bias incidents may include derogatory language or behavior.

A symbol of hate is a symbol, image, or object that expresses hostility on the basis of race, color, religion, gender identity, gender expression, sexual orientation, disability or national origin and whose display:

- Is reasonably likely to cause a substantial disruption of or material interference with school activities or
- Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.

Oregon state law states: a “symbol of hate” are nooses , symbols of neo-Nazi ideology, or the battle flag of the Confederacy.

***Policy - [Board Policy ACB](#)***

***Procedures - [ACB-AR](#)***

## **Discrimination Complaint**

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to an individual’s perceived or actual race , color, religion, sex, gender identity, gender expression, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veteran’s status; or because of the perceived or actual race, color, religion, sex, gender identity, gender expression, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, or veteran’s status of any other person with whom the individual associates.

***Policy - [Board Policy AC](#)***

***Procedures - [AC-AR](#)***

## **Discrimination Based on Gender Identity**

It is the policy of this District to maintain a safe and supportive learning and educational environment for all students. It is the responsibility of each employee, each school, and the District to ensure that all students have a school environment free from bias, discrimination, and harassment on the basis of gender identity or gender expression. Reports of discrimination or harassment based on actual or perceived gender identity or gender nonconformity are to be handled in the same manner as other reports of bias-based conduct.

***Policy - [Board Policy JBC](#)***

## Harassment Complaints

### Sexual Harassment

Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS)

342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

**Policy - [Board Policy GBN/JBA](#)**

### Student Hazing/Bullying/Menacing

Hazing, harassment, intimidation, bullying, menacing, or acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited.

This policy applies to behavior that occurs on or immediately adjacent to school grounds including all district facilities, district premises, and non district property if the student is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events or where students are under the jurisdiction of the district.

The policy also applies to off campus conduct that causes or threatens to cause a substantial and material disruption at school or other district property, or interferes with the rights of students or employees to be free from a hostile educational or employment environment taking into consideration the totality of the circumstances.

**Policy - [Board Policy JFCE](#)**

**Procedures - [JFCF-AR](#)**

### Staff Hazing/Bullying/Menacing

Hazing, harassment, intimidation, menacing, bullying, or acts of cyberbullying of staff, students, or third parties by students, staff, or third parties is strictly prohibited and shall not be tolerated in the district.

**Policy - [Board Policy GBNA](#)**

**Procedures - [GBNA-AR](#)**

## Instructional Resources/Materials Complaint

All textbook and instructional materials recommended for adoption shall be approved for use by the Board. All supplementary materials and library/media resources will be selected cooperatively by teachers, principals, library/media teachers, and sometimes with the assistance of students and parents. Board approval is not needed for supplemental materials and resources. Recommended textbook, supplementary materials, and library/media resources will be inclusive and value diversity in all forms when possible.

The Board recognizes the right of individuals and/or groups to present complaints concerning instructional materials and programs in the schools.

**Policy - [Board Policy II/IIA](#)**

**Procedures - [II/IIA-AR](#)**

## Staff Complaints

A complaint procedure is available for all employees who believe there is:

1. Evidence of and wish to report a violation or inappropriate application of district personnel policies and/or administrative regulations;
2. A mismanagement, gross waste of funds, or abuse of authority; or
3. Believe there is evidence that the district created a substantial and specific danger to public health and safety by its actions.

The complaint procedure will not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor will it be used in any instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract nonrenewal, or contract non extension will not be processed under this procedure.

**Policy - [Board Policy GBM](#)**