

Pateros School District Discrimination Complaint

Non-Discrimination Statement and Discrimination Complaint Procedure

Pateros School District provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or the use of a trained guide dog or service animal. Pateros School District also provides equal access to the Boy Scouts of America and other designated youth groups.

What is discrimination?

Discrimination is unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class or failing to accommodate a person's disability. Discriminatory harassment is verbal or physical harassment based on a person's membership in a protected class.

What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes in Pateros School District are those groups identified in the Non-Discrimination Statement above, such as sex, race, etc.

How do I file a complaint about discrimination?

If you believe that someone has experienced discrimination or discriminatory harassment at school in the work environment, you have the right to file a formal complaint.

Before filing a complaint, you may want to discuss your concerns with a school building principal at swiltse@pateros.org.

To file a formal complaint of discrimination:

- For sex discrimination or sexual harassment concerns, contact the Title IX Specialist at 509-923-2751 ext. 5 or by email at mstennes@pateros.org
- For disability discrimination concerns, contact the 504/ADA Grievance Coordinator at 509-923-2751 ext. 4 or by email at hweston@pateros.org

Pateros School District Discrimination Complaint Procedure

Step 1: Complaint to the School District

In most cases, complaints must be filed within one year of the date of the discriminatory event. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. Complaints may be submitted by mail, email, or hand delivery to any central office or school administrator, or Human Resources.

When the school district receives your written complaint, you will be provided a copy of the district's discrimination complaint procedure. Human Resources will then make sure that the school district takes action to resolve the complaint, which could include a prompt and thorough investigation. You may also agree to resolve your complaint without an investigation through an alternative dispute resolution process, such as mediation.

The school district must respond in writing within 30 calendar days after receiving your complaint unless you agree on a different date, or exceptional circumstances related to the complaint require an extension of the time limit. If the complaint takes more than 30 calendar days, you will be notified in writing about the reasons for the extension and the anticipated response date. When the school district responds to your complaint, the response must clearly state whether the school district:

1. Denies the allegations contained in the complaint; or
2. Confirm the allegations and list the corrective measures.

Additionally, the response will contain notice of your right to appeal if the school district denies the allegation, including where and to whom the appeal must be filed.

Step 2: Appeal to the School Board of Directors

If you disagree with the school district's decision to deny the allegation, you may appeal to the School Board of Directors. You must file a notice of appeal in writing to the Secretary of the Board within 10 calendar days after you receive the school district's response to your complaint.

The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board will render a written decision by the tenth calendar day following the termination of the hearing and will provide a copy to the complainant, unless otherwise agreed to by the complainant and the superintendent or for just cause. The response of the board will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed.

A written decision will be sent to you within 30 calendar days after the district receives your notice of appeal. The written decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Step 3: Complaint to OSPI

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction. A complaint must be filed with OSPI within 20 calendar days after you receive the district's appeal decision. You may send your complaint to OSPI by e-mail: Equity@k12.wa.us; fax: 360-664-2967; or mail: OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200.