

Nondiscrimination

The Glencoe Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student, or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to ensure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

"The Glencoe Board of Education does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, or veteran status."

When an open forum is created whereby non-curricular groups are allowed to meet on school premises Boy Scouts and other designated youth groups will have equal access.

Inquiries concerning application of this policy may be referred to the superintendent.

Glencoe Public Schools
201 E Lone Chimney Rd
Glencoe, OK 74032
580-669-4002

Reference: Oklahoma Constitution, Article 1, Section 6

Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by Executive Order 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Rehabilitation Act of 1973, §504

Education for All Handicapped Children Act of 1975

Immigration Reform and Control Act of 1986

Americans With Disabilities Act of 1990, 42 U.S.C. §12101

Individuals with Disabilities Education Act, 20 USC §1400, et seq.

Adoption Date: September 6, 2022

Discrimination Complaints 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, sex, qualified handicap, veteran status, or other perceived discrimination.
2. **Student Grievant:** A student of the Glencoe Public School District who submits a complaint alleging discrimination based on race, color, religion, national origin, sex, or qualified handicap.
3. **Employee Grievant:** An employee of the Glencoe Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, 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, sex, age, qualified handicap, or veteran status.
5. **Title IX, 504 and ADA Coordinator (Coordinator):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under 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 complaints and serves as moderator and recorder during hearings. The Title IX Coordinator for Glencoe Public Schools is Jennifer Speer.
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 an institution working day, excluding Distance Learning Days.

Pre-Filing Procedures

Prior to the filing of a written complaint, the grievant is encouraged to visit with the appropriate school principal, and reasonable effort should be made to resolve the problem or complaint.

Filing and Processing Discrimination Complaints

1. **Grievant:** Submits written complaint to Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in all school offices.
2. **Coordinator:** Notifies respondent within 10 days and asks respondent to:
 1. Confirm or deny facts,
 2. Indicate acceptance or rejection of Grievant's requested action, or
 3. Outline alternatives.
3. **Respondent:** Submits answer within 10 days to Coordinator.
4. **Coordinator:** Within 10 days after receiving respondent's answer, Coordinator refers the written complaint and respondent's answer to the building principal. The Coordinator also schedules a hearing with the grievant, the respondent, and the building principal.
5. **Principal, Grievant, Respondent, & Coordinator:** Hearing is conducted.

6. Principal: Within 10 days after the hearing, issues a written decision to the grievant, respondent, and Coordinator.
7. Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, the Coordinator must be notified within 10 days and a hearing with the superintendent requested.
8. Coordinator: Within 10 days of receiving a request for a hearing, schedules a hearing with the grievant, respondent, and superintendent.
9. Superintendent, Grievant, Respondent, & Coordinator: Hearing is conducted.
10. Superintendent: Issues a decision within 10 days following the hearing.
11. Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, the Coordinator must be notified within 10 days and a hearing with the board requested.
12. Coordinator: Notifies board within 10 days after receiving a request for hearing. Coordinator schedules the hearing with the board. The hearing is to be conducted within 30 days from the date of notification to the board.
13. Board of Education or hearing panel established by the board, Grievant, Respondent, & Coordinator: Hearing is conducted.
14. Board of Education: Within 10 days after the hearing, issues a final written decision regarding the validity of the grievance and any action to be taken.

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 not be more than 180 days.
2. Access to Regulations: The Glencoe Public School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, 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 years after complaint resolution.
4. If respondent and principal are the same person, the above procedures are adjusted accordingly with the first hearing being with the superintendent.

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Discrimination Complaint Form

TO: Title IX/504/ADA Coordinator – Jennifer Speer

FROM: Name of Grievant _____
Address/Telephone # _____

Date of Alleged Violation: _____

Nature of Alleged Violation:

Names of Persons Responsible:

Requested Action:

Date Complaint Filed with Coordinator: _____

Please use reverse of this form or attach additional sheets if necessary.

(Complaint must be submitted within 30 days of alleged violation.)

Adoption Date: September 6, 2022

Americans with Disabilities Act Grievance Form

Name and Address of Charging Party (Grievant): _____

Phone number where you may be reached: _____

Statement of grievance (please provide as detailed a statement as is possible and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):

Please identify any documents or other materials that support your grievance. If documents or materials are in your possession, please attach copies to this grievance form.

Please identify what action or relief you are seeking as a result of this grievance.

Signature of Grievant _____

Date _____

If, as a result of a disability, you need assistance in completing this form, please contact the Superintendent, the district's ADA compliance officer, for assistance or accommodation.

Superintendent of Glencoe Public Schools
201 E Lone Chimney Rd, Glencoe, OK
(580) 669-4002

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Gender Discrimination/Harassment Grievance Form

Name and address of the grievant: _____

Phone number where you may be reached: _____

Statement of grievance (please provide as detailed a statement as is possible and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):

Please identify any documents or other materials that support your grievance. If documents or materials are in your possession, please attach copies to this form.

Please identify what action or relief you are seeking as a result of this grievance.

Signature of Grievant _____

Date _____

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