

NONDISCRIMINATION

The Navajo 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 insure 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 Navajo 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 Junior High and High School Principal who is the Title IX/504/ADA Compliance Coordinator.

Navajo School District
District

15695 S CR 210
Street Address

580-482-7742
Telephone

Altus, OK 73521
City, State, Zip

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.

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 Navajo 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 Navajo 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. Compliance Officer: Title IX, 504 and ADA Coordinator (Coordinator): An employee designated by the Superintendent 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.
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 a 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 Compliance Officer, and to make a reasonable effort to resolve the problem or complaint.

DISCRIMINATION COMPLAINTS, PROCEDURES (Cont.)Procedures for Filing Discrimination Complaint

1. If the Grievant desires to proceed with a Complaint, then, within thirty (30) days of alleged violation, the Grievant shall submit a Complaint to the Compliance Officer. The Complaint shall state the Grievant's name, the nature of the alleged violation, the date of the alleged violation, the names or persons responsible, and the requested action.
2. Within ten (10) days of receiving the Complaint, the Compliance Officer shall notify the Respondent of the Complaint.
3. Within ten (10) days of notification, the Respondent shall submit to the Compliance Officer an answer which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Grievant's requested action, and/or outline alternatives.
4. Within ten (10) days of receiving the Respondent's answer, the Compliance Officer shall schedule a hearing with the Grievant and the Respondent.
5. Within ten (10) days of the hearing, the Compliance Officer shall render a written decision and shall provide a copy of the written decision to both the Grievant and the Respondent.
6. Within ten (10) days of receipt of the Compliance Officer's decision, if either the Grievant or the Respondent is not satisfied with the decision of the Compliance Officer, either may submit a written request to the Compliance Officer for a hearing before the Board.
7. Within ten (10) days of receiving a request for a hearing before the Board, the Compliance Officer shall notify the Board of the request and shall schedule a hearing to be conducted by the Board. Such hearing shall be conducted within thirty (30) days of the date on which the Compliance Officer receives notification of the request for a Board hearing.
8. Within ten (10) days of conducting the hearing, the Board shall render a written decision on the complaint; the decision of the Board shall be 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 not exceed one hundred eighty (180) days.
2. **Access to Regulations:** The Navajo 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:** All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer unless permission is given by the parties involved to release such information. No information concerning any

DISCRIMINATION COMPLAINTS, PROCEDURES (Cont.)

complaint record shall be documented in an employee's personnel files. Complaints records shall be maintained on file for three years after complaint resolution.

Non-retaliation Provision

No person filing a grievance nor anyone participating in the grievance process under this policy will be subjected to any form of reprisal, retaliation, intimidation or harassment because he or she has utilized this grievance procedure in good faith or because he or she has in any way participated in any investigation or hearing involving or related to any grievance filed under this policy. The School District will discipline or take appropriate action against any student, employee, agent, or representative of the District who is determined to have engaged in such retaliatory behavior.