

**NONDISCRIMINATION/  
GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINTS**

The District has adopted a Nondiscrimination Policy setting out its commitment to nondiscrimination for students, parents/guardians, employees, patrons, and beneficiaries, for the District's programs and activities in relation to race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any student, parent/guardian, employee, patron or beneficiary having a complaint or grievance concerning discrimination, as referenced in the District's policy of nondiscrimination, shall be entitled to file a grievance, orally or in writing, in accordance with this procedure.

The following person has been designated to handle inquires regarding Tulsa Public Schools' nondiscrimination policies:

Human Rights and Title IX Coordinator  
Tulsa Public Schools Human Capital Department  
3027 South New Haven Avenue  
Tulsa, Oklahoma 74114-6131  
(918) 746-6517

A student with a grievance alleging discrimination should present the grievance to the principal, teachers or staff members. An employee with a grievance alleging discrimination should present the grievance to his or her immediate supervisor. In the event the allegation of discrimination involves the student's principal or the employee's supervisor, the student or employee shall be permitted to present the grievance to the Human Capital Department's Human Rights Coordinator. Should the grievance alleging discrimination involve the Human Rights Coordinator the student or employee shall present the grievance to the Chief of Staff.

Parents/guardians, patrons and beneficiaries shall likewise be permitted to file grievances alleging discrimination as defined in the District's nondiscrimination policy. Grievances alleging discrimination should be submitted to the Human Rights Coordinator. If the parent/guardian, patron or beneficiary has a complaint of discrimination involving the actions or behavior of the Human Rights Coordinator, the individual may file the grievance directly with the Chief of Staff, who is a member of the Superintendent's cabinet.

All grievances alleging discrimination whether from an employee, student, parent/guardian, patron, or beneficiary shall be presented orally or in writing or in the case of an individual with a disability affecting the capacity to present an oral or written grievance, in an alternative form sufficient to identify for the District the nature of the grievance and the relevant facts explaining the grievance. The grievance shall be promptly investigated by appropriate representatives of the District.

The individual filing the grievance shall be notified of the time in which the District expects to make a written response to the grievance. The District will conduct a timely, thorough, reliable, and impartial investigation of complaints of discrimination, harassment and retaliation, including the opportunity for the complainant or grievant to present witnesses and provide evidence. The District will evaluate all relevant information and documentation relating to a complaint of discrimination, harassment and retaliation. The District will provide the complainant with a written decision to the grievance and notice of appeal rights within 10 calendar days, unless extenuating circumstances exist.

Under no circumstances shall an individual accused of discrimination by a grievant be involved in the investigation of the grievance, nor shall any such individual have contact with the grievant regarding the subject matter while the grievance is pending. Similarly, no individual submitting a grievance to any District representative shall be subjected to retaliation because of the grievance. A claim of retaliation shall be made in the same manner and utilizing the same procedure as provided in this policy for complaints of discrimination.

The grievant may appeal the investigator's determination to the Chief of Staff. The Chief of Staff or designee shall conduct any further investigation appropriate in light of the grievance and its specific charges and, if deemed necessary, may conduct a hearing with respect to the grievance. If the Chief of Staff is the subject of the grievance, or if the Chief of Staff has been involved in the initial investigation of the grievance, the superintendent of schools shall specifically designate an individual to which the grievance may be appealed.

The Chief of Staff or designee may adopt the recommendation made previously with respect to the grievance or may submit a new report of the investigation and recommendations. The decision of the Chief of Staff or designee shall be issued within ten business days of receipt of the notice of appeal of the recommendation(s). A copy of the decision and any recommendations shall be furnished to the grievant with a copy to the Superintendent.

In cases where it is apparent the individual's intent is to bring to the District's attention a claim of discrimination, the individual's written complaint shall be treated as a grievance arising under this procedure.

The District's internal grievance procedure related to claims of discrimination does not and is not intended to displace rights arising under federal or state law related to claims of discrimination.

## Anti-Retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any individual for opposing or complaining about discrimination, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing or participating in any other discrimination complaint, proceeding or hearing. The remedies, procedures, and rights set forth in Board Regulation 4901-R shall be available to any person aggrieved by any act or failure to act by any Tulsa Public Schools employee or official representative.

Issued: November 1984

Revised: November 2015

Cross Reference: 3309, Teaching About Religion

4408, Employee Ethics

4902, Harassment, Intimidation, and Bullying

4903, Sexual Harassment

Title VI of the Civil Rights Act of 1964, 34 C.F.R. §100.7(e)

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