

**NONDISCRIMINATION**

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

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 Tracie Hale or Denise Witzansky who is the Title IX/504/ADA Compliance Coordinator.

Lone Star  
District

2945 S. Hickory St.  
Street Address

918-224-0201  
Telephone

Sapulpa, OK 74066  
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.

**GRIEVANCE PROCEDURE FOR FILING, PROCESSING  
AND RESOLVING COMPLAINTS ALLEGING DISCRIMINATION**

**Definitions**

**Discrimination Complaint:** A written complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, national origin, sex, religion, age or disability (including harassment and retaliation).

**Grievant:** Any person enrolled in or employed by the District or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on sex, race, color, national origin, religion, age or disability (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

**Title VI, Title IX, Section 504/Title II, and Age Act Coordinator(s):** The person designated to coordinate efforts to comply with and carry out responsibilities under the Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, Title IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the person or different persons.

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

*Paige Romm* Special Education Lead Teacher  
2945 South Hickory  
Sapulpa, OK 74066  
918-224-0201

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

*Tracie Hale - Supt.*  
**2945 South Hickory  
Sapulpa, OK 74066  
918-224-0201**

Title IX Coordinator (for questions or complaints based on sex)

**Dusty Kragel, Jr. High Assistant Principal  
2945 South Hickory  
Sapulpa, OK 74066  
918-224-0201**

Age Act Coordinator (for questions or complaints based on age)

**Tracie Hale, Superintendent  
2945 South Hickory  
Sapulpa, OK 74066  
918-224-0201**

**Respondent:** The person alleged to be responsible for the alleged discrimination contained 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.

**Day:** Day means a working day when the District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and legal holidays.

### **Pre-Filing Procedures**

Prior to the filing of a written complaint, the student, parent or guardian, employee or patron is encouraged to visit with the building principal or the Coordinator, as applicable, and reasonable effort should be made by the District at this level to resolve the problem or complaint.

### **Filing, Investigation, Hearing and Review Procedures**

The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and request action. If the applicable Coordinator is the person alleged to have

how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

**Basis of Decision:** At each step in the grievance procedure, the decision-maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

**Section 504 Due Process Procedures:** For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Section 504/TitleII of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

*Paige Reming* Special Education Lead Teacher  
2945 South Hickory  
Sapulpa, OK 74066  
918-224-0201

**Notice:** The District will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publication and/or posting at each school site to which employees or students are assigned.

You may contact the District's Compliance Coordinators as follow;

Section 504/TitleII of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

*Paige Lemon* Special Education Lead Teacher  
2945 South Hickory  
Sapulpa, OK 74066  
918-224-0201

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

*Tracie Hale - Supt.*  
2945 South Hickory  
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**Tracie Hale, Superintendent**  
2945 South Hickory  
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**If, as a result of a disability, you need assistance in completing this form, please contact the District's Section 504/Title II Coordinator for assistance or accommodation.**

**EDUCATIONAL SERVICES FOR STUDENTS UNDER SECTION 504 AND  
TITLE II OF THE AMERICANS WITH DISABILITIES ACT**

The District recognizes its responsibilities to children who are or may be qualified persons with disabilities under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title II of the American with Disabilities Act (“Title II”). In an effort to ensure that District employees understand and implement the requirements of Section 504 and Title II, the Board of Education adopts the following policy.

**Qualified Individuals with a Disability**

All qualified persons with disabilities with the jurisdiction of the **Lone Star Public Schools** are entitled to a free and appropriate public education (“FAPE”), regardless of the nature or severity of the person’s disability. Section 504 and Title II define a person with a disability as any person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment or (c) is regarded as having such an impairment. The definition of disability shall be construed in favor of broad coverage of individuals, to the maximum extent permitted by Section 504 and Title II.

The term “physical or mental impairment” means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental illness, and specific learning disabilities. The phrase “physical or mental impairment” includes, but is not limited to, such contagious and non-contagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy,

## Retaliation

The District also prohibits retaliation, intimidation, threats, or coercion of any person for opposing 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 District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

Persons with complaints or concerns about the application of this policy should contact:

Section 504/TitleII of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

*Raige Romo* Special Education Lead Teacher  
2945 South Hickory  
Sapulpa, OK 74066  
918-224-0201