



OSHKI  
OGIMAAG

## Oshki Ogimaag Charter School

Adopted: 05/21/25

Revised: \_\_\_\_\_

**POLICY No.** \_\_\_\_\_

### **DISCRIMINATION AND HARASSMENT COMPLAINT PROCESS**

#### **I. PURPOSE AND SCOPE**

This procedure outlines how **Oshki Ogimaag Charter School** addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, sex (including gender identity and sexual orientation), disability, religion, age, or other protected status, in compliance with federal and state laws.

It applies to students, staff, families, volunteers, and community members participating in any school activity or program.

#### **II. HOW TO REPORT A CONCERN**

Any person — including a student, parent, employee, or member of the public — may report discrimination or harassment.

Reports may be made:

- In person, verbally, or in writing
- By phone or email
- Anonymously (though this may limit follow-up)
- At any time, including outside school hours

Reports should be submitted to the appropriate coordinator:

Title IX or General Discrimination Reports and Disability-related Reports (Section 504/ADA):

**Tina Gatzke, Title IX Coordinator**

**Phone:** 218-475-2112 Ext. 2012

**Email:** [tgatzke@oshkiogimaag.org](mailto:tgatzke@oshkiogimaag.org)

**Address:** PO Box 320, Grand Portage, MN 55605

Reports can also be made to the U.S. Department of Education – Office for Civil Rights:

<https://www.ed.gov/ocr>

### **III. INITIAL RESPONSE (WITHIN 3 SCHOOL DAYS)**

Upon receiving a report, the Coordinator or designee will:

- 1. Acknowledge receipt** of the complaint
- 2. Offer supportive measures** (e.g., counseling, schedule adjustments, no-contact agreements)
- 3. Clarify whether a formal complaint is being filed**

- 4. Provide information** about the process and rights of all parties

#### **IV. INFORMAL RESOLUTION OPTION (IF APPROPRIATE)**

If the situation is suitable and all parties voluntarily agree, an informal resolution (e.g., mediation, restorative meeting) may be pursued.

No informal resolution will be offered in cases involving sexual assault or violence.

#### **V. FORMAL GRIEVANCE PROCEDURE**

##### **Step 1: Investigation (Within 10 School Days of Complaint Acceptance)**

- A trained investigator (not the decision-maker) will gather relevant information, including interviews, documents, and witness accounts.
- The investigation will be thorough, impartial, and confidential to the extent possible.

##### **Step 2: Determination (Within 5 School Days After Investigation Ends)**

- A decision-maker (separate from the investigator) will review findings and issue a written determination to all parties.
- The decision will include:
  - A summary of the investigation
  - Findings regarding whether policy was violated
  - Any corrective actions or discipline

#### **VI. APPEALS (WITHIN 5 SCHOOL DAYS OF DECISION)**

Either party may appeal the outcome in writing based on:

- Procedural errors that impacted the outcome
- New evidence not reasonably available at the time
- Conflict of interest or bias by the investigator or decision-maker

Appeals are reviewed by a separate administrator, and a final decision will be issued within **10 school days**.

## **VII. SUPPORTIVE MEASURES AND PROTECTIONS**

At any stage, the school may implement:

- Counseling referrals
- Schedule changes
- Increased supervision
- Safety plans or no-contact directives
- Academic accommodations

## **VIII. RETALITATION PROHIBITED**

Retaliation against anyone involved in a complaint is strictly prohibited and may result in disciplinary action. This includes intimidation, threats, or discrimination against a complainant, witness, or respondent.

## **IX. RECORD KEEPING**

The school will maintain records of all reports, investigations, outcomes, and training for at least 7 years, in compliance with federal law.