

## **RESOLUTION OF COMPLAINTS ARISING UNDER CERTAIN FEDERAL ANTI-DISCRIMINATION LAWS**

### **Assurance**

The Klein Independent School District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.

### **Scope**

Any individual who believes that Klein ISD has engaged in discrimination in violation of Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972 (Title IX), or the Age Discrimination Act of 1975 (Age Act) may file a complaint in accordance with the procedures set forth below. However, these procedures do not apply to certain complaints that may arise under the same statutes, such as sexual harassment under Title IX or an inappropriate educational plan under Section 504. The following types of complaints are governed by other policies/procedures:

1. Allegations of sexual harassment: See KISD Board Policy DIA (employees) and FFH (students)
2. Allegations regarding a Section 504 student's identification, evaluation or educational program: See KISD Board Policy FB
3. General complaints by parents, residents, or individuals other than employees: See KISD Board Policy FNG
4. Complaints by employees regarding conditions of work, discrimination in employment, whistleblower complaints, compensation or job classification: See KISD Board Policy DGBA
5. Any other claim to which a specific process detailed in KISD Board Policy or an Administrative Directive applies.

The purpose of these procedures is to provide a prompt and equitable process for resolving complaints arising under the laws specified in these procedures. The objective of these procedures is to resolve such complaints informally and at the lowest possible level. Before initiating a formal complaint under these procedures, individuals are encouraged to resolve concerns by scheduling an informal conference with the principal or other appropriate administrator. The conference should be requested within ten (10) school days of the date the individual knew, or should have known, of the event or series of events causing the complaint. The principal or other administrator will issue a written response within ten (10) school days of the conference.

If the concern is not resolved informally, the complainant shall submit a written complaint, on a District-provided form, detailing the nature of the complaint and the relief requested, within ten (10) school days of receipt of a response to the informal conference.

## **Initiation of Formal Complaint**

A formal complaint form may be found online at <http://www.kleinisd.net/default.aspx?name=discrimination>, or by requesting a copy of the form from the appropriate coordinator. Formal complaints shall be addressed to the following individuals:

1. For complaints of alleged discrimination in violation of Section 504, Title II of the ADA, or the Age Act to the KISD Section 504 Coordinator:  
Dr. Kirsten Allman  
4411 Louetta Road  
Spring, Texas 77388  
832-249-4400  
kallman1@kleinisd.net
2. For complaints of alleged discrimination in violation of Title IX, to the KISD Title IX Coordinator:  
Mr. Thomas Darby Young  
16503 Stuebner-Airline  
Road Klein, Texas 77379  
832-249-4301  
tyoung2@kleinisd.net

The Coordinator or the coordinator's designee will conduct an impartial investigation including, as appropriate, conducting interviews and collecting documentary evidence and/or written statements from the complainant and other individuals with relevant information. The Coordinator or the designee shall schedule a conference with the complainant within fifteen (15) school days of the receipt of the complaint. All evidence the complainant wishes to be considered must be submitted to the investigator no later than the close of the conference. The evidence collected by the investigator shall constitute the record for purposes of appeal. The investigator shall have ten (10) school days following the conference to respond, in writing, to the complainant. The investigator may extend any deadline for good cause as determined by the investigator. If the investigator finds that any act was taken in violation of the laws identified herein, the investigator shall ensure that corrective action is taken.

## **Appeal to Superintendent**

If the outcome of the conference with the Coordinator, or the coordinator's designee, is not to the complainant's satisfaction or the Coordinator or designee fails to respond, the complainant may appeal to the Superintendent or the Superintendent's designee for an impartial review of the Coordinator's investigation. The request must be in writing on a form or in the format provided by the District and must be filed within ten (10) school days following receipt of a response or, if no response is received, within ten (10) school days of the response deadline. The appeal form is available at <http://www.kleinisd.net/>

default.aspx?name=discrimination, or by requesting a copy from the appropriate Coordinator above. The Superintendent or designee shall schedule a conference with the complainant within fifteen (15) school days of receipt of the request for review. The Superintendent or designee is not required to accept any additional evidence beyond that contained in the record on appeal or to conduct any additional investigation. Within ten (10) school days of holding the conference, the Superintendent or designee shall respond, in writing, to the complainant. The Superintendent or designee may extend any deadline for good cause as determined by the Superintendent or designee. If the Superintendent or designee finds that any act was taken in violation of the laws identified herein, the Superintendent or designee shall ensure that corrective action is taken.

### **Appeal to Impartial Hearing Officer**

If the Complainant is dissatisfied with the Superintendent or designee's written decision, the complainant may appeal to an impartial hearing officer by filing a written request with the Superintendent on a form provided by the District. The request must be filed within ten (10) school days following receipt of the decision of the Superintendent or Superintendent's designee or, if no decision is received, within ten (10) school days of the response deadline. The appeal form is available at <http://www.kleinisd.net/default.aspx?name=discrimination>, or by requesting a copy from the Superintendent. The Superintendent will appoint a hearing officer and notify the complainant of such appointment within ten (10) school days of receipt of the request for appeal. Hearing officers may be District employees who were not involved in the subject matter of the complaint or the complaint process, or they may be persons not employed by the District. The hearing officer shall schedule a conference within fifteen (15) school days of notice of the request for hearing and issue a written response within ten (10) school days after the date of conference. The hearing officer is not required to accept any additional evidence beyond that contained in the record on appeal or to conduct any additional investigation. The hearing officer may extend any deadline for good cause as determined by the hearing officer. If the hearing officer finds that any act was taken in violation of the laws identified herein, the hearing officer shall make a recommendation regarding the appropriate corrective action to be taken which shall be implemented by the Superintendent or designee.