Coweta Public Schools
Grievance Form

Name and Address of Charging Party (Grievant):

_____
_____
_____

Date: _____

Phone numbers where Grievant may be reached:

Home: _____ Office: _____
Cell: _____ Other: _____

Statement of grievance (please provide as detailed a statement as is possible and attach supplemental pages so that we may have a complete understanding of your concerns):

_____
_____
_____

Who is your grievance against?

☐ District
☐ Individual(s): _____

Please identify any documents or other materials which support your grievance.
If documents or materials are in your possession, please attach copies to this grievance. If documents are not in your possession, please indicate where they are located.

_____
_____
_____

Please identify what action or relief you are seeking as a result of this grievance.

_____
_____
_____

_____
Signature of Grievant

IF, AS A RESULT OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS FORM PLEASE CONTACT THE DISTRICT'S TITLE IX/504 COORDINATOR,
Director of Special Services
Coweta Public Schools
P.O. Box 550
Coweta, OK 74429
FOR ASSISTANCE OR ACCOMMODATION.

Coweta Public Schools
Implementation Guideline for
Combatting Sex/Gender Based Discrimination

The district is committed to ensuring equity in all its programs. This document is designed to help the administration avoid claims of sex/gender based discrimination and to ensure all students and employees are treated fairly.

Education - Students

The district's anti-bullying and anti-discrimination education efforts will include education to students regarding the following topics:

- Identifying bullying and cyberbullying
- Identifying all forms of discrimination, including sex discrimination based on gender stereotypes, gender nonconformity, and transgender status
- Concrete and age appropriate examples of harassment, intimidation, discrimination and bullying – and appropriate responses
- Outline of the district's conduct expectations
- Ways in which prohibited conduct adversely affects the education environment
- Identification of bullying and discrimination coordinators
- Explanation of how to file a claim of harassment, intimidation, discrimination or bullying

Education – Staff

All school personnel have a responsibility to understand the district's commitment to eliminate all forms of discrimination in all its programs. The district will provide basic training to school personnel to ensure success, including information about who to contact in regard to potential discrimination. The district will also provide additional training to personnel who are designated program coordinators.

Handbooks

All school site handbooks must contain the following language:

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The following people have been designated to handle inquiries regarding the district's non-discrimination policies:

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

Director of Special Education
Coweta Public Schools
P.O. Box 550
Coweta, OK 74429

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

Assistant Superintendent of Schools
Coweta Public Schools
P.O. Box 550
Coweta, OK 74429

Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Assistant Superintendent of Schools
Coweta Public Schools
P.O. Box 550
Coweta, OK 74429

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

Assistant Superintendent of Schools
Coweta Public Schools
P.O. Box 550
Coweta, OK 74429

Any individual who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Assistant Superintendent of Schools
Coweta Public Schools
P.O. Box 550
Coweta, OK 74429

Outside Assistance may be obtained from:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax) / (877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

All district employees and students will be provided with age appropriate education regarding types of discrimination, harassment and bullying. Students and employees will also be advised of the district's expectations regarding appropriate conduct. Any student who is experiencing difficulty fully accessing the district's education programs should contact the appropriate coordinator so a success plan can be developed for the student.

Administrator Responses

Any administrator who becomes aware that a student is pregnant or transitioning to a different gender must meet privately with the student and the student's parent/guardian to discuss the situation. The 2023 Oklahoma "Parents' Bill of Rights" (OAC 210:10-2-1, et seq.), requires the district to disclose to a student's parent/guardian any information known to the district or its employees regarding material changes reasonably expected to be important to the parent/guardian regarding their student's health, social, or psychological development, including identity information. Disclosure of this information shall occur within 30 days of learning the information. "Identity information" means information including, but not limited to, any names or pronouns used by a student at school and any social transition or other transition to a gender that differs from the student's sex. "Sex" means the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.

The student and parent/guardian meeting must include creation of a transition plan. The plan is not to be punitive/exclusionary in nature and must be designed to ensure the student's educational success.

Each student and the student's parent/guardian must be provided with information regarding the district's nondiscrimination policies and procedures and the name/contact information for the district's nondiscrimination coordinators. The student and the student's parent/guardian must also be provided with the name/number of a staff liaison in the event the student or the student's parent/guardian encounters any difficulties with his/her education.

Because gender transitioning is an emerging area in the law, the superintendent must be advised of any such situation which presents itself so he/she can consult with legal counsel.