

## **DISCRIMINATION / GRIEVANCE COMPLAINT PROCEDURE**

Complaints regarding the interpretation or application of the charter school's nondiscrimination policy shall be processed in accordance with the following procedures:

### **Informal Procedure**

Any person who feels that he/she has been discriminated against should discuss the matter with the administrator, who shall in turn investigate the complaint and respond to the complainant within 5 (five) school days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

If the administrator is the subject of the complaint, the individual may file a complaint directly with the public charter school Board Chair. If the Board Chair is the subject of the complaint, the complaint may be filed with the superintendent.

### **Formal Procedure**

- Step 1: A written complaint must be filed with the administrator within five (5) school days of receipt of the response to the informal complaint. The administrator shall further investigate, decide the merits of the complaint and determine the action to be taken, if any, and reply, in writing, to the complainant within ten (10) school days.
- Step 2: If the complainant wishes to appeal the decision of the administrator, he/she may submit a written appeal to the administrator within 5 (five) school days after receipt of the administrator's response to the complaint. The administrator shall meet with all parties involved, as necessary, make a decision and respond, in writing, to the complainant within 10 (ten) school days.
- Step 3: If the complainant is not satisfied with the decision of the administrator, a written appeal may be filed with the public charter school board within 5 (five) school days of receipt of the administrator's response to Step 2. A copy of the public charter school board's decision shall be sent to the complainant within 10 (ten) days of this meeting.

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction.

# POWELL BUTTE COMMUNITY CHARTER SCHOOL

## DISCRIMINATION COMPLAINT FORM

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Name of Person Filing Complaint	Date	School or Activity	
<input type="checkbox"/> Student/Parent	<input type="checkbox"/> Employee	<input type="checkbox"/> Nonemployee	<input type="checkbox"/> Job applicant
Type of discrimination:	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> Religion
	<input type="checkbox"/> Sex	<input type="checkbox"/> National Origin	<input type="checkbox"/> Disability
	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Age	<input type="checkbox"/> Sexual Orientation
	<input type="checkbox"/> Income level	<input type="checkbox"/> Athletic ability	<input type="checkbox"/> Proficiency in English language

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of informal discussion.)

Remedy requested:

The complaint form should be mailed or taken to the administrator. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.