

Discrimination Complaint Procedure

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: Complaints may be oral or in writing and must be filed with the administrator. The administrator shall investigate and determine the action to be taken, if any, and reply in writing to the complainant within [10] school days of receipt of the complaint.

Any staff member that receives a written or oral complaint shall report the complaint to the administrator.

Step 2: If the complainant is not satisfied with the decision of the administrator, a written appeal may be filed with the PBCCS Board within [five] school days of receipt of the administrators response. The Board may decide to hear or deny the request for appeal. The Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain the reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing within [10] days of this meeting.

¹If the administrator is the subject of the complaint the individual may file a complaint with the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair and may be referred to counsel. Complaints against the Board chair may be made directly to the Board.

Timelines may be extended based upon mutual consent of both parties in writing.

If the complainant, is a person who resides in the district where PBCCS is located, is a parent or guardian of a student who attends PBCCS or is a student, is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he or she may appeal in writing to the Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-021-0049.

¹If there is only a public charter school administrator, the complainant may file with the Board chair (make appropriate bracketed language selections) in the first sentence then delete second sentence. If there is an administrator and a director, make the appropriate bracketed language selections in this paragraph using the first and second sentences to outline to whom a complaint is filed.

Powell Butte Community Charter School
DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint _____ Date _____

School or Activity _____

Student/Parent Employee Non-employee/Job applicant Other

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
<input type="checkbox"/> Other		

Brief Description: _____

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

Remedy requested:

This complaint form should be mailed or submitted to the prescribed party above.

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.