

Discrimination Complaint Procedure

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

Any person, including students, staff, visitors and third parties may file a complaint.

Step 1 Complaints may be oral or in writing and should be filed with the administrator. Any staff member that receives a written or oral complaint shall report the complaint to 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.

Step 2 If the complainant is not satisfied with the decision of the administrator, a written appeal may be filed with the Board within five school days of receipt of the response. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at a Board meeting. The Board's decision will address each allegation in the complaint and contain the reasons for the Board's decision. A copy of the Board's decision shall be sent to the complainant in writing within 30 days receipt of the appeal by the Board.

If the Board decides not to hear the appeal the administrator's decision is final.

If the administrator is the subject of the complaint the individual may start at Step 2 and 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 submitted to the Board chair, and may be referred to counsel. Complaints against the Board chair and should be referred directly to the Board vice chair.

Timelines may be extended based upon mutual consent of the public charter school and the complainant.

Appeal Process

A decision reached by the board for a complaint that alleges a violation of OAR 581-021-0047 (Prohibition against using Native American mascots) may be appealed to Oregon Department of Education (ODE) under OAR 581-002-0001 - 581-002-0023.

A decision reached by the board for a complaint that alleges a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or OAR 581-021-0046 (Discrimination), may be appealed to the board of the school sponsor. The complainant may file such an appeal with the superintendent of the school sponsor. A final decision reached by the Board of school sponsor may be appealed to ODE under OAR 581-002-0001 - 581-002-0023.

**Powell Butte Community Charter School
DISCRIMINATION COMPLAINT FORM**

Name of Person Filing Complaint _____ Date _____ School or Activity _____

Student/Parent Employee Job applicant Other _____

Subject of complaint:

- | | | |
|--|--|--|
| <input type="checkbox"/> Race | Marital status | <input type="checkbox"/> Athletic ability |
| <input type="checkbox"/> Color | <input type="checkbox"/> Familial status <input type="checkbox"/> Economic status <input type="checkbox"/> Veterans' status <input type="checkbox"/> Age | <input type="checkbox"/> Proficiency in English language <input type="checkbox"/> Discriminatory use of a Native American mascot |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Gender identity <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Income level | |
| <input type="checkbox"/> National or ethnic origin <input type="checkbox"/> Mental or physical disability <input type="checkbox"/> | | |

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

Who should we talk to and what evidence should we consider?

Suggested solution/resolution/outcome:

This complaint form should be mailed or submitted 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.