

## Discrimination Complaint/Grievance 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 public charter school board within five school days of receipt of the administrator's response in Step 1. 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 include the legal basis for the decision, findings of fact and conclusions of law. A copy of the Board's final decision shall be sent to the complainant in writing within 10 days of this meeting.

If 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 any board member.

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

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he or she may appeal in writing to the State Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-022-1940.

**Community Roots Charter School  
DISCRIMINATION COMPLAINT FORM**

_____ Name of Person Filing Complaint		_____ Date	_____ School or Activity	
<input type="checkbox"/> Student/Parent	<input type="checkbox"/> Employee	<input type="checkbox"/> Nonemployee (Job applicant)	<input type="checkbox"/> 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 _____			

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