

Discrimination Complaint/Grievance Procedure

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

If the complainant is not satisfied with the decision of the executive director, a written appeal may be filed with the public charter school board within five school days of receipt of the executive director's 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.

If the executive director 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 vice president.

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 the public charter school is located, is a parent or guardian of a student who attends the public charter school 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.

**Luckiamute Valley 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 informal discussion.)

Remedy requested:

The complaint form should be mailed or taken to the executive director. 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.