

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 wishes to appeal the decision of the administrator, he/she may submit a written appeal to the director or designee within five school days after receipt of the administrator's response to the complaint. The director or designee may review the administrator's decision and may meet with all parties involved. The director or designee will review the merits of the complaint and the administrator's decision and respond in writing to the complainant within 10 school days.

Step 3: If the complainant is not satisfied with the decision of the director or designee, a written appeal may be filed with the public charter school board within five school days of receipt of the director's or designee's response in Step 2. 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 administrator is the subject of the complaint the individual may start at step 2 and file a complaint with the director. If the director is the subject of the complaint, the complaint may start at step 3 and should be referred to the Board chair.

Complaints against the Board as a whole or against an individual Board member may start at step 3 and should be made to the Board chair and may be referred to counsel. Complaints against the Board chair may start at step 3 and be made directly to the Board vice chair.

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.

**RPA Charter School
DISCRIMINATION COMPLAINT FORM**

Name of Person Filing Complaint Date School or Activity

Student/Parent Employee Nonemployee (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 _____ | | |

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 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.