

Discrimination Complaint Procedure

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

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

Step 1 ¹Complaints may be oral or in writing and should be filed with the director responsible for the applicable area of oversight. Any staff member that receives a written or oral complaint shall report the complaint to the director.

The director 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 director, a written appeal may be filed with the Board within 10 school days of receipt of the director's 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 of receipt of the appeal by the Board.

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

If a director is the subject of the complaint the individual may start at Step 2 and file a complaint with the Board president. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member may start at Step 2, should be submitted to the Board president, and may be referred to counsel. Complaints against the Board chair may start at Step 2 and should be referred directly to the Board vice president.

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

¹ For public charter school information. The timelines set forth in each step of the school's complaint procedure, beginning here, is recommended to be within 30 days of the submission of the complaint at any step. The school and complainant may agree in writing to a longer time period for that step. The school's complaint procedure is recommended to not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the school and the complainant have agreed in writing to a longer time period.

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Appeal Process

A decision reached by this public charter school 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 final decision reached by the public charter school 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), is recognized as the final decision regarding this complaint² by the Board of Medford School District. A final decision may be appealed to ODE under OAR 581-002-0001 - 581-002-0023.]

² The public charter school board is given this authority by the school's sponsor, Medford School District, as established by the charter agreement.
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[] 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 | <input type="checkbox"/> Familial status | <input type="checkbox"/> Income level |
| <input type="checkbox"/> Color | <input type="checkbox"/> Economic status | <input type="checkbox"/> Athletic ability |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Veterans' status | <input type="checkbox"/> Proficiency in English language |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Age | <input type="checkbox"/> Discriminatory use of a Native American mascot |
| <input type="checkbox"/> National or ethnic origin | <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Mental or physical disability | <input type="checkbox"/> Gender identity | |
| <input type="checkbox"/> Marital status | <input type="checkbox"/> Pregnancy | |

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] [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.