

Sauvie Island School

Code: AC-AR
Revised/Reviewed: 10/27/14; 10/19/15; 2/28/18;
6/10/20; 1/18/22

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 should be filed with the director. 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 five school days of receipt of the director's response in Step 1. 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 10 days of this meeting.

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

If the director is the subject of the complaint the individual may start at Step 2 and file a complaint with the Board chair.

Complaints against the Board as a whole or against an individual Board member may start at Step 2, should be submitted to the Board chair, 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 chair.

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

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

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 complaint¹ by the Board of Scappoose School District. A final decision may be appealed to ODE under OAR 581-002-0001 - 581-002-0023.

¹ The public charter school board is given this authority by the school's sponsor as established by Board policy.

Sauvie Island Charter School

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint Date School or Activity

Student/Parent ☐ Employee ☐ Job applicant ☐ Other ☐ _____

Subject of complaint:

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

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 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.