



## **Discrimination Complaint/Grievance Procedure**

Complaints regarding the interpretation or application of the public charter school's nondiscrimination policy shall be processed in accordance with the following procedures:

### **Informal Procedure**

Any person who feels that he/she has been discriminated against should discuss the matter with the director, who shall in turn investigate the complaint and respond to the complainant within five school days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

If the administrator is the subject of the complaint, the individual may file a complaint directly with the director.

If the director is the subject of the complaint, the complaint may be filed with the public charter school board president.

### **Formal Procedure**

Step 1: A written complaint must be filed with the director within five school days of receipt of the response to the informal complaint. The director shall further investigate, decide the merits of the complaint and determine the action to be taken, if any, and reply, in writing, to the complainant within 10 school days.

Step 2: If the complainant is not satisfied with the decision of the director, a written appeal may be filed with the public charter school board within five school days of receipt of the director's response to Step 1. In an attempt to resolve the complaint, the public charter school board shall meet with the concerned parties and their representative at the next regular or special Board meeting. A copy of the public charter school board's decision shall be sent to the complainant within 10 days of this meeting.

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction.

**The Cottonwood School of Civics and Science**  
**DISCRIMINATION COMPLAINT FORM**

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Name of Person Filing Complaint                      Date                      School or Activity

Student/Parent     Employee     Nonemployee  (Job applicant)

Type of discrimination:     Race                       Color                       Religion

Sex                       National Origin                       Disability

Marital Status                       Age                       Sexual Orientation

Income level                       Athletic ability                       Proficiency in English language

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 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.