

# Coburg Community Charter School Policy

Code: **AC-AR**  
Adopted: 10/10/16  
Revised: 12/10/18, 2/10/20, 10/5/21

## **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 administrator. Any staff member that receives a written or oral complaint shall report the complaint to 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.

**Step 2**      If the complainant wishes to appeal the decision of the administrator, the complainant 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 shall review the administrator's decision within [five] school days and may meet with all parties involved. The director or designee will review the merits of the complaint and the administrator's decision. The director will 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 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 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 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. 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 3, should be submitted to the Board chair, and may be referred to counsel. Complaints against the Board chair may start at Step 3 and should be referred directly to the Eugene 4j Superintendent.

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 the Oregon Department of Education (ODE) under OAR 581-002-0001 - 581-002-0023.

A decision reached by this 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), may be appealed to the Board of Eugene 4j School District. The complainant may file such appeal with the superintendent or Board chair of the Eugene 4j School District. A final decision reached by the Board of school sponsor may be appealed to ODE under OAR 581-002-0001 - 581-002-0023.

**Coburg Community Charter School**

**DISCRIMINATION COMPLAINT FORM**

\_\_\_\_\_  
Name of Person Filing Complaint                      Date                      School or Activity

Student/Parent  Employee  Job applicant  Other  \_

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Race                          | <input type="checkbox"/> Familial status    | Subject of complaint:   |
| <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          |   |
|  | <input type="checkbox"/> Income level       |   |

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 or 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.