



Code: AC - AR

Revised/Reviewed: 5/8/23

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 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 within five school days after receipt of the administrator's response to the complaint.

The director shall review the administrator's decision within five school days and may meet with all parties involved. The director 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, a written appeal may be filed with the Board within five school days of receipt of the director'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 the next regular or special 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 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 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 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 the Medford School District. The complainant may file such an appeal with the superintendent of the Medford School District. A final decision reached by the Board of the Medford School District may be appealed to ODE under OAR 581-002-0001 - 581-002-0023.



Logos Charter School

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint Date School or Activity

Student/Parent Employee Job applicant Other

Subject of complaint:

- Checkboxes for various categories: Race, Color, Religion, Sex, National or ethnic origin, Mental or physical disability, Marital status, Familial status, Economic status, Veterans' status, Age, Sexual orientation, Gender identity, Pregnancy, Income level, Athletic ability, Proficiency in English, Discriminatory use of a Native American mascot, Other.

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of discussion.)

Horizontal lines for writing the specific complaint.

Who should we talk to and what evidence should we consider?

Horizontal lines for writing who to talk to and evidence.

Suggested solution/resolution/outcome:

Horizontal lines for writing the suggested solution.

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.