

# Discrimination Complaint Procedure

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## School Board Policy

Kids Unlimited Academy,  
A Public Charter School  
Medford, Oregon

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### DISCRIMINATION COMPLAINT PROCEDURE

Complaints regarding the interpretation or application of the Kids Unlimited Academy'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 Principal, 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 Principal is the subject of the complaint, the individual may file a complaint directly with the Executive Director of Kids Unlimited of Oregon (hereafter referred to as Executive Director). If the Executive Director is the subject of the complaint, the complaint may be filed with the Board chairman.

#### Formal Procedure

- Step I: A written complaint must be filed with the Principal within five school days of receipt of the response to the informal complaint. The Principal 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 ten business days.
- Step II: If the complainant wishes to appeal the decision of the Principal, he/she may submit a written appeal to the Executive Director within five school days after receipt of the Principal's response to the complaint. The Executive Director shall meet with all parties involved, as necessary, make a decision and respond, in writing, to the complainant within ten business days.
- Step III: If the complainant is not satisfied with the decision of the Executive Director, a written appeal may be filed with the Board President within five school days of receipt of the Executive Director's response to Step II. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative at the next regular or special Board meeting. A copy of the Board's decision shall be sent to the complainant within ten 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.

### Discrimination Complaint Form

Name of Person Filing  
Complaint \_\_\_\_\_

Date \_\_\_\_\_ School or  
Activity \_\_\_\_\_

Student/Parent  Employee  Non-employee  (Job applicant)

Type of discrimination:  Race  Color  Religion  
 Sex  National Origin  Disability  
 Marital Status  Age  Sexual Orientation

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 Principal. 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.

Adopted: