

Armadillo Technical Institute

Code: AC-AR

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 must be filed with the Executive Director. Any staff member that receives an oral or written complaint shall report the complaint to the Executive Director.
The Executive Director, or designee shall investigate and determine the action to be taken, if any, 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 Executive Director, the complainant may submit a written appeal to the Executive Director or designee within five school days after receipt of the Executive Director response to the complaint.

The Executive Director or designee shall review the initial 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 initial decision. The Executive Director or designee will respond in writing to the complainant within 10 school days.
- Step 3: If the complainant is not satisfied with the decision of the Executive Director [or designee], a written appeal may be filed with the Board within five school days of receipt of the Executive Director's or designee's response to 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 be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within 10 days of this meeting.

If the Executive 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 and should be submitted to the Board chair and may be referred to school counsel. Complaints against the Board chair may start at Step 3 and be referred directly to the school counsel or Board vice chair. The timelines established in each step of this procedure may be extended upon mutual consent of the school and the complainant in writing, but will not be longer than 30 days from the date of the submission of the complaint at any step. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

The complainant is not satisfied after exhausting local complaint procedures, the school fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initialing filing of the complaint, may appeal¹ the school's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

The Phoenix-Talent School district Board, will review an appeal of a decision reached by the Board of Armadillo Technical Institute on a complaint alleging violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination). A complainant will submit such appeal to the Superintendent on behalf of the district Board within 30 days of receipt of the decision from the public charter school board. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

