

Discrimination Complaint/Grievance Procedure

Complaints regarding the interpretation or application of the district'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 building principal/department administrator, 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 building principal/department administrator is the subject of the complaint, the individual may file a complaint directly with an administrator in Human Resources. If the superintendent is the subject of the complaint, the complaint may be filed with the Board chair.

Formal Procedure

- Step 1: A written complaint must be filed with the building principal/department administrator within [five] school days of receipt of the response to the informal complaint. The building principal/department administrator 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 wishes to appeal the decision of the principal/department supervisor, he/she may submit a written appeal to the Human Resource administrator within [five] school days after receipt of the building principal/department administrator's response to the complaint. The Human Resource administrator shall meet with all parties involved, as necessary, make a decision and respond, in writing, to the complainant within [10] school days.
- Step 3: If the complainant wishes to appeal the decision of the Human Resource administrator, he/she may submit a written appeal to the Superintendent within [five] school days after receipt of the Human Resource administrator's response to the complaint. The Superintendent shall meet with all parties involved, as necessary, make a decision and respond, in writing, to the complainant within [10] school days.
- Step 4: If the complainant is not satisfied with the decision of the Superintendent, a written appeal may be filed with the School Board within [five] school days of receipt of the Superintendent's response to Step 3. In an attempt to resolve the complaint, the School 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 [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.