

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 Principal, who shall in turn investigate the complaint and respond to the complainant within five work 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 Superintendent. 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 Principal within five work 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 10 work days.

Step 2 - If the complainant wishes to appeal the decision of the principal, he/she may submit a written appeal to the superintendent within five work days after receipt of the principal'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 work days.

Step 3 - If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five work days of receipt of the superintendent's response to Step 2. 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 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.