

COMPLAINT PROCEDURES REGARDING NONDISCRIMINATION

To provide for the prompt and equitable resolution of any complaints arising from the application of the district's nondiscrimination policy, the following procedures have been established:

1. Any employee, student, parent or guardian of a student, or other person having business with the school district complaining of discrimination shall report the complaint in writing to the District Administrator. If the complaint alleges behavior on the part of the District Administrator, the complaint, investigation and report shall be handled by the Business Assistant.
2. The District Administrator, upon receiving such a written complaint shall:
 - A. Immediately undertake an investigation of the suspected infraction.
 - B. Within fifteen (15) working days, or as soon as practicable after receiving the complaint, decide the merits of the case, determine the action to be taken if any, and report in writing the findings and the resolution of the case to the complainant.
3. If the complaint is not successfully resolved to the satisfaction of the complainant, it may be appealed to the school board. The appeal shall be in writing. The board shall hear the appeal as soon as practicable and shall have the power to affirm, reverse, or modify the decision of the Administrator in whole or in part. The board shall render a written decision within fifteen (15) working days of the appeal. Copies of the decision will be mailed or delivered to the complainant and the Administrator.
4. If the complaint is still not successfully resolved to the satisfaction of the complainant, it may be appealed to the State Superintendent of Public Instruction.

Adopted: August 22, 1988

Revised: March 15, 1999

