Board Rule 112

GENERAL DISCRIMINATION COMPLAINT PROCEDURES

Any person who believes that the district or any part of the school organization has inadequately applied the principles of or violated its general nondiscrimination policy may bring forward a complaint as outlined below. (Discrimination complaints involving students shall be processed in accordance with procedures found elsewhere in this manual.)

Informal Complaint Procedures

The person who believes he/she has a valid basis for complaint shall discuss the concern in accordance with the complaint policy and reply to the complainant as soon as practicable. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

Formal Complaint Procedures

1.	Any person who believes he/she has a valid basis for complaint shall report the complaint in writing to the District Administrator.

2.	The District Administrator, upon receiving such a written complaint, shall undertake an investigation of the suspected infraction. The District Administrator shall review with the building principal or other appropriate persons, the facts comprising the alleged discrimination. As soon as practicable after receiving the complaint, the District Administrator shall 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 complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board within 15 business days. The Board shall hear the appeal at its next regular meeting or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing as soon as practicable after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.

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