

## **SERIES 400 – STUDENTS**

### **Student Policies Goals - 410**

#### **Student Discrimination and Harassment Complaint Procedures (411 - Rule)**

Any complaint regarding the interpretation or application of Board Policies 410 and 411 shall be processed in accordance with the following complaint procedures.

1. The initial complaint shall be submitted to the appropriate Building Principal in writing. If the complaint deals with discrimination within the Special Education program, it shall be submitted to the Director of Special Education. The appropriate Building Principal or Director of Special Education will then lead an investigation into the complaint.
2. If the complaint is against the Jr. & Sr. High School Principal, or the Director of Special Education, the complaint shall be directly submitted in writing to the District Administrator who will investigate the complaint.
3. If the complaint is against the Elementary Principal/District Administrator, Step # 6 of this process will be followed.
4. The appropriate Building Principal or Director of Special Education, upon receiving a written complaint, shall immediately undertake an investigation of the suspected infraction. The Building Principal or Director of Special Education will review the facts comprising the alleged discrimination or harassment. Within thirty (30) days after receiving the complaint, the Building Principal or Director of Special Education 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. A copy of the written report given to the complainant will be given to the District Administrator.
5. If the complainant is not satisfied with the Building Principal's or Director of Special Education's decision, he/she may appeal the decision to the District Administrator. Within thirty (30) days the District Administrator will review the case and make a written decision regarding the case. Copies of the decision shall be mailed or delivered to the complainant and the Building Principal or Director of Special Education. If the Building Principal is the District Administrator, step #6 will be followed here.
6. If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board President. The Board of Education may hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the

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appeal. The Board will make its decision in writing within thirty (30) days after the hearing. Copies of the written decision will be mailed or delivered to the complainant, the District Administrator, and the Building Principal or Director of Special Education.

7. If he/she is dissatisfied with the Board's decision, the complainant shall be notified that he/she may appeal the decision in writing to the State Superintendent of Public Instruction within thirty (30) days.
8. Complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of public Instruction.
9. Complaints based on federal discrimination laws may be referred directly to the Office of Civil Rights or appealed to such agency.

Approved: 9/17/07

Revised: 6/16/08