



DISTRICT COMPLAINT PROCEDURES AND TIMELINES

For use with BP 4119.11, 4219.11, 4319.11 (Sexual Harassment) and
BP/AR 4144, 4244, and 4344 (Complaints)

Step 1: Informal Complaint

Within seven (7) working days of the offense and prior to instituting a formal written complaint, the complainant shall first discuss the complaint with his/her supervisor or the principal of the school where the alleged act took place. Formal complaint procedures shall not be initiated until the complainant has first attempted to resolve the complaint informally. If the complaint is against complainant's immediate supervisor, complainant may proceed to Step 3 in the complaint process.

Step 2: Site Level Formal Complaint Process

If the complaint has not been satisfactorily resolved through the informal process in Step 1, the complainant may file a written complaint (using the "District Complaint Form") with his/her immediate supervisor or principal within twenty (20) working days of the offense. If the complaint is against complainant's immediate supervisor, complainant may proceed to Step 3 in the complaint process. If the complainant fails to file a written complaint within twenty (20) working days, the complaint shall be considered settled.

The written complaint shall include the nature of the problem, names, dates, locations, witnesses, and the remedy sought by the complainant. Within fifteen (15) working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant to resolve the complaint. Within ten (10) working days after the meeting, he/she shall prepare and send a written response to the complainant.

Step 3: District Level Appeal

If the complaint has not been satisfactorily resolved at Step 2, the complainant may submit the written complaint to the Superintendent or designee within five (5) working days of receipt of Step 2 response. Complainant shall include all information presented at Step 2.

Within fifteen (15) working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation and meet with the complainant to resolve the complaint. Within ten (10) working days after the meeting, he/she shall prepare and send a written response to the complainant.

Step 4: Appeal to the Governing Board

If the complaint has not been satisfactorily resolved at Step 3, the complainant may submit a written appeal to the Board within five (5) working days of receiving the Superintendent or designee's response. The written appeal shall include all information presented at Step 2 and Step 3.

The Board may uphold the findings by the Superintendent or designee without hearing the complaint or may hear the complaint at a regular or special Board meeting.

The Board shall make its decision within thirty (30) working days of the hearing and shall send its decision to all concerned parties. The Board's decision will be final.

For questions or clarification, you may contact the Human Resources Department at 951-943-6369 x80304.