

## **Civil Rights Nondiscrimination – Grievance Procedure**

### **A. LEVEL ONE**

1. All complaints must be in writing to the immediate supervisor or principal.
2. The complaint shall stipulate the act or omission, the date of same, and the parties involved.
3. The supervisor or principal shall initiate investigation of the circumstances of the complaint within six (6) calendar days of the receipt of the written complaint.
4. The supervisor or principal shall render a decision within fourteen (14) calendar days of the receipt of the written complaint.
5. The complainant shall have six (6) calendar days to react to the decision before it becomes final.
6. If the complainant disagrees with the decision of the supervisor or principal and submits in writing to the supervisor or principal, a Level Two procedure shall be enacted.

### **B. LEVEL TWO**

1. The supervisor or principal shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent or designee shall review all materials and schedule a meeting within six (6) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the supervisor or principal, and the superintendent or designee. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The superintendent shall make a decision within six (6) calendar days of the final meeting of parties. This decision shall be final.

**NOTE:** By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

**If the alleged violation, interpretation, or application is of a corporate nature, such as a written rule, regulation, or policy, Level Two is initiated immediately.**