



# Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)

Board Policy AC-R-1

## 01 FILE A COMPLAINT

Report the incident directly to the Compliance Officer. Complaints may be made orally or in writing. Persons who wish to file a written complaint are encouraged to use the district's complaint form in AC-E-2.

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## 03 INTERVIEW DEFENDENT

The compliance officer will attempt to meet with the individual alleged to have engaged in the prohibited conduct and if this individual is a student, their parents, or guardians in order to obtain a response to the complaint. The compliance officer will inform all party avenues for informal and formal action, and provide a description of the complaint process.

## 02 INTERVIEW COMPLAINANT

The compliance officer meets with the alleged target of the unlawful discrimination or harassment as soon as is reasonably possible, but no later than 10 school days following the compliance officer's receipt of the complaint. The compliance officer will inform all avenues for informal and formal action, and provide a description of the complaint process.

## 05 REACH A DETERMINATION

Within five school days after receiving the compliance officer's findings and recommendations, the superintendent or designee must determine any sanctions or other actions deemed appropriate, including appropriate recommendations to the Board for disciplinary or other action.

## 04 CONDUCT INVESTIGATION

The compliance officer must prepare a written report containing findings and recommendations, as appropriate, and submit the report to the superintendent within 10 school days following the compliance officer's receipt of the complaint or 10 school days following the termination of the informal resolution process.