

Discrimination Complaint Procedure

A complaint based upon violation of MESD's non-discrimination policy will be processed as follows:

1. The complainant will notify the immediate supervisor, and explain the basis of the complaint. The supervisor will investigate the complaint, and respond in writing to the complainant within ten work days. The response will state the manner of appealing to the Superintendent if the complainant finds the response unacceptable.
2. To appeal, the complainant will notify the Superintendent in writing within five work days after receipt of the supervisor's response. After taking whatever steps deemed necessary, the Superintendent will make a written decision as soon as reasonably practicable. The decision will state the manner of appealing to the Board if the complainant finds the decision unacceptable.
3. To appeal, the complainant will notify the Board by submitting their written appeal to the Board Secretary within five work days after receipt of the Superintendent's decision. After taking whatever steps necessary to make a determination, the Board will make a written decision as soon as reasonably practicable.
4. If the immediate supervisor is the subject of the complaint, the complainant will notify the Superintendent directly, and explain the basis of the complaint. The Superintendent will follow the above procedure in making a decision.
5. If the Superintendent is the subject of the complaint, the complainant will notify the Board directly, and explain the basis of the complaint. The Board will follow the above procedure in making a decision.

Administrative Regulation AC-AR(2) - Discrimination Complaint Form is recommended, but not required, to be used by a complainant.