

Procedure for Equal Educational Opportunity

Students and other individuals with questions or complaints concerning equal educational opportunity may pursue the following procedure:

1. The complainant may discuss the complaint with the building principal or district director on an informal basis.
2. If the complainant is not satisfied with the results of the informal conference, the individual may file a written complaint with the building principal or district director within 10 days following the complainant's recognition of the condition which is the basis of the complaint.
3. Within five working days of receipt of the written complaint, the principal or district director shall communicate a decision in writing to the complainant.
4. Within five working days of receipt of the written decision rendered by the immediate supervisor, the complainant, if not satisfied with the decision of the building principal or district director may appeal in writing to the Director of Special Services.
5. The Director of Special Services must hold a hearing on the appeal within 10 working days after receiving it, preceded by written notice to the parties involved in the complaint, including the parents or guardian of a student complainant, of the time and place at least five working days prior to the hearing. The Director of Special Services will send a written decision, including supporting reasons, to the parties involved in the complaint within five working days of the meeting.
6. This policy does not preclude the complainant from filing the complaint with the appropriate state or federal agencies.