



PROCEDURES FOR PROCESSING AN EQUITY COMPLAINT

1. All complaints regarding equity compliance issues must be documented on the Equity Complaint Form.
2. The School Equity Coordinator should notify the Building Administrator that a written complaint has been received.
3. If the complaint is an employee-related issue, the School Equity Coordinator should immediately notify by telephone the Director of Professional Standards & Equity (Ranice Monroe) at 337-8330.
4. If the complaint is a student-related issue, the School Equity Coordinator should immediately notify by telephone the Coordinator, Robin Frink at 337-8655.
5. The School Equity Coordinator should retain a copy of the written complaint for record keeping purposes, and submit the original written complaint to the appropriate office within 24 hours.
6. The Coordinator of Professional Standards & Equity or the Director of Student Services will respond to the person filing the complaint within five working days of receiving the written complaint.
7. The complainant shall receive a written summary of the status of the investigation within 20 working days from the day the Coordinator of Professional Standards & Equity or the Director of Student Services received the completed Equity Complaint Form. A copy of the appeal procedures will accompany the recommended resolution.