

Civil Rights Complaint Protocols

In the event any individuals view or perceives a violation of civil rights has occurred, the following steps shall be taken (if applicable):

1. Complainant shall submit the formal complaint to the director of school in writing.
2. Within the first 72 hours of receiving the complaint, the director of school shall do the following:
 - a. Notify appropriate state officials that complaint has been made.
 - b. Create a panel of individuals to review and investigate the complaint.
 - c. Investigative panel shall include a minimum of 3 individuals
 - i. Director of School
 - ii. Food Service Director
 - iii. Non-parent board member
 - iv. Others individuals as related to the complaint.
 - d. Panel shall investigate the complaint by means of records reviews, formal interviews, and other means.
3. Upon reviewing and investigating the claim, the review panel shall abide by the following guidelines.
 - a. Where possible, the complaint shall not remain open longer than 30 calendar days.
 - b. The panel shall issue a statement in writing and in person of findings. The statement should include;
 - i. Statement of veracity of claim
 - ii. Corrective actions for areas where violations have occurred
 - iii. Propose alternative actions in areas where violations have not occurred
 - iv. Notify Complainant of appeals process
 - v. Report to the local board of directors at the next scheduled board meeting
4. The Director of school shall submit findings and written statement to the state office. Director shall respond to further requests for information and participate in appeals to findings as warranted.