

**DISCRIMINATION COMPLAINTS  
PROCEDURES**

The following procedures will be used by any person, including personnel and students for the filing, processing, and resolution of alleged discrimination complaints.

1. Contact the immediate supervisor and seek to solve the problem.
2. If this fails, the grievant should file a written complaint with the Compliance Coordinator of Title IX, and/or Title VI.
3. The coordinator will institute an investigation during which time the grievant's identity will be kept confidential.
4. The coordinator will conclude the investigation within ten (10) days of the filing of the complaint and will report the results in writing to the grievant. If the grievant is satisfied, the complaint shall be dismissed.
5. If the complaint is not resolved, the compliance coordinator shall present the complaint to a grievance committee, appointed by the superintendent, for evaluation and thorough investigation of the grievance.
6. After the hearing has been conducted, at which time all parties may be represented by legal counsel, the committee will file a report with the superintendent of the district within ten (10) days, and the superintendent will thereupon implement the report or provide the grievant reasons, in writing, why all or any portion of the report will not be implemented.
7. If the grievant continues to be dissatisfied, the decision may be appealed within ten (10) working days, to the Southwest Technology Center Board of Education at which time the report will be reviewed and the board shall issue its order, within thirty (30) days, either affirming, overruling, or modifying the report.

**Adopted:** January 1994 as policy B-151  
**Revised:** November 2006