

FORMAL COMPLAINT PROCEDURES

(For Sexual Harassment allegations, use the specific Sexual Harassment Procedures/Forms)

- 1. Use of the Formal Complaint Forms is necessary. A Formal Complaint must be submitted to the Principal who then submits it to the Superintendent. If the complaint is against a principal, the complaint should be submitted directly to the Supt.**
- 2. The Superintendent reviews and assigns the Formal Complaint to the Complaint Officer, or to another staff member who will serve in that capacity. The Complaint Officer has up to 20 days following receipt of the Formal Complaint to complete the investigation and render a report to the Superintendent. If the Complaint Officer must extend the time needed for the investigation, he/she must file an Interim Report with the Superintendent before the end of the twentieth working day.**
- 3. The Complainant has 10 days to appeal the decision of the Complaint Officer to the Superintendent.**
- 4. The Superintendent has 10 days to render a decision. Following the Superintendent's decision, the Complainant has 10 days to appeal to the Board of Education.**
- 5. The Board of Education has 30 days to render a decision on the appeal.**