

Step 1.	<p>If this complaint is against a district employee, state the employee's name, site and date this was discussed with employee. If this complaint is against a District policy, practice, or procedure, state the name(s) of employee(s) you have contacted to resolve the issue prior to this written complaint. Please include site(s) and date(s) discussed.</p>	
Employee(s)	Date(s) discussed	
Site(s)	Site Administrator	
Step 2.	<p>The site administrator (principal) shall confer with the parties within three (3) working days of receipt of the written complaint.</p>	Date of conference
Results of the meeting?		
Step 3.	<p>If the complaint was not resolved at Step 2, it may be filed with the Associate Superintendent. The Associate Superintendent shall confer with the complainant within ten (10) working days of the conference with the site administrator.</p>	
<p>If the complaint is not resolved at this conference, the Associate Superintendent shall send a response, in writing, to the complainant within five (5) working days of the conference.</p>		
Step 4.	<p>If the complaint was not resolved at Step 3, the Superintendent shall then confer with the complainant within five (5) working days of the response from the Associate Superintendent.</p>	Date response filed with Superintendent
<p>If the complaint was not resolved at this conference, the Superintendent shall respond to the complainant, in writing, within five (5) working days of their conference.</p>		
Step 5.	<p>If the complaint was not resolved at Step 4, the Board may hold a hearing on this complaint within fifteen (15) working days of the receipt of the response from the Superintendent.</p>	Date response filed with the Board of Education
<p>The hearing will be held in Closed Session, with the public and press excluded. All parties involved will be informed of the time, date and place of the hearing.</p>		