

StEPP Attorney Manual
Stoughton Area School District
320 North St. | Stoughton, WI 53589
(608) 877-5000

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Hearing Location and Opposing Attorney

Expulsion hearings within the Stoughton Area School District will be held at:

**320 North St.
Stoughton, WI 53589**

The opposing attorney at expulsion hearings within the Stoughton Area School District will be from:

**Boardman & Clark
1 S. Pickney Street
Madison, WI 53701
608.257.9521**

804.00 DISCIPLINE, SUSPENSIONS, AND EXPULSIONS OF STUDENTS

(Adopted 3/2/15)

The Stoughton Area School District Board of Education believes that a positive learning environment is based on a foundation of respect and shared responsibility. Every member of the school community is expected to cooperate in creating, fostering, and maintaining in orderly and safe environment that is conducive to teaching and to the learning process. Staff, including administrators and teachers, is expected to use their training, experience and authority to create schools where effective learning is possible. Students are expected to come to school and to attend every class, ready and willing to learn. Parents/guardians are expected to be aware of their children's activities, performance and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

The Stoughton Area School District Board of Education delegates student discipline to the professional discretion of the District Administrator and his/her staff. The District Administrator may provide guidance in addition to, but not in conflict with, the guidelines provided in the handbook. Students may be suspended or expelled where warranted in compliance with state law. Absent extraordinary circumstances, and when not inconsistent with law, the principles outlined below shall be followed:

804.10 Discipline

- A. Students are responsible for their conduct.
- B. A positive approach in the disciplinary measures shall be used, taking into account the dignity of the students, the seriousness of the infraction and the need for positive motivation of students.
- C. All students and their parents/guardians shall be informed of the conduct policies, guidelines and rules with which the students are expected to comply. Examples include but are not limited to: Parent/Student School Handbook, District Handbook and/or Student Respect and Responsibility Code.
- D. Each building principal may develop appropriate rules to promote desirable student behavior and discipline and will assist all staff to insure that proper student conduct is maintained in their classrooms, in the halls, on school premises, on scheduled field trips and during school-sponsored activities.
- E. The use of corporal punishment by school employees is prohibited. "Corporal punishment" means the intentional infliction of physical pain that is used as a means of discipline.
- F. Any student subject to possible disciplinary action shall be informed of the reason(s) for such action and be given an opportunity to express his/her version of the incident.
- G. If during the disciplinary process it is discovered that additional programs or services could assist the student, appropriate referrals will be made.

- H. Every attempt shall be made, using the parent/guardian contact information provided, to notify the student's parent/guardian of disciplinary action and to work with the parent/guardian to assist the student to comply with behavioral expectations.

804.11 Suspensions

- A. Suspension is a serious consequence which is reserved for situations where the student's behavior is disruptive to the school environment, poses a safety or health danger to the student or others, is damaging to school property or the property of others, or shows repeated neglect or refusal to comply with school rules.
- B. Students will be expected to complete assigned work during the suspension. Students will be allowed to make up examinations and other class work missed during the suspension.

804.12 Expulsions

Except when required by law, expulsion is the last resort after all other alternatives have been considered. Examples include but are not limited to: behavioral plan or in-lieu of expulsion contract. A student may be referred to the District Administrator for possible expulsion when conduct endangers the property, health, or safety of the school, school district employees, Board of Education members, students, or others at school or under the supervision of a school authority. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property. The District Administrator will review the circumstances and refer the matter to the Board of Education for expulsion consideration if the circumstances warrant.

Cross Reference:	Policy 501.00	Nondiscrimination Statement
	Policy 502.00	Harassment and Related Forms of Misconduct
	Policy 601.00	Informal Complaint
	Policy 602.00	Formal Complaint
	Policy 603.00	Processing a Formal Complaint
	Policy 815.00	Search of Students and/or Their Property
	Policy 1004.00	Child Abuse and Neglect
	Policy 1011.00	Control and Search of Locker, Building and Grounds

Legal Reference: Wis. Stat. § 118.164, 120.12(1), 120.13(1), 121.52(2)
Wisconsin Administrative Code PI 90 (1)

Guidelines: District Handbook
<http://www.stoughton.k12.wi.us/our.cfm?subpage=1255756>
Building Handbooks
<http://www.stoughton.k12.wi.us/RiverBluff.cfm?subpage=1078845>
<http://www.stoughton.k12.wi.us/HighSchool.cfm?subpage=1122979>

815.00 SEARCH OF STUDENTS AND/OR THEIR PROPERTY

(Adopted 6/2/86; Revised 10/7/91, 8/3/09)

Because students are entitled to the guarantees of the fourth amendment, they are also subject to reasonable search and seizure. District officials will conduct reasonable searches of students and/or their property (including vehicles) when they have a reasonable belief that students may be in possession of drugs, weapons, alcohol and other materials in violation of District policy, school rules or state law. Students who bring materials in violation of District policy, school rules or state law onto school premises may be searched in order to secure the school environment and to protect all students. The administration may also utilize canines to assist in a search.

Any official, employee or agent of the school district is prohibited from conducting a strip search of any pupil. Students will be provided notice of this policy and its implementing procedures through the student handbook or a supplemental publication. A copy of this policy will also be available in the principal's office and district website.

Cross Reference:	Policy 103.00	Handbooks
	Policy 717.00	Telecommunications Usage
	Policy 804.00	Behavior and Responsibility
	Policy 1002.00	Employee Alcohol and Drug Use
	Policy 1006.00	Electronic Surveillance
	Policy 1008.00	Safety
	Policy 1011.00	Control and Search of Lockers, Buildings and Grounds

Legal Reference	Sections 118.32, 118.325, 948.50 Wisconsin Statutes
	U.S. Supreme Court Decision – New Jersey v. T.L.O (105 S. Ct. 733, 1985)
	U.S. Supreme Court Decision – Safford v. Redding
	Wis. Court of Appeals Decision – in re: L.L. (90 Wis. 2d 585, 280 N.W. 2d 343, 1979)
	Wisconsin Supreme Court Decision – In the Interest of Angelia D.B. (Case No. 95-3104)

502 - Harassment and Related Forms of Misconduct

Adoption Date: 3/29/1993, Revised: 9/5/2000; 04/08/2002;11/06/2006

500 - Discrimination and Harassment

The Board of Education of the Stoughton Area School District is committed to maintaining an environment in which the dignity of each member of its community is respected, and the working and learning environments are free from harassment and related forms of misconduct.

The District will not tolerate harassment or related forms of misconduct by anyone including, but not limited to, supervisors, other employees, students, Board members, agents, consultants, volunteers, or citizens in any curricular, extracurricular, pupil service, recreational or other program or District activity.

The Board of Education acknowledges all regulations, requirements, and responsibilities defined by state and federal laws.

Federal law prohibits employee harassment on the basis of: age, sex, race, national origin, color, religion, and qualified person with a disability. In addition state law prohibits harassment of employees on the basis of: marital status, ancestry, sexual orientation, political or religious affiliation, membership in the national guard, state defense force or any reserve component of the military forces of the United States

or this state, use or non-use of lawful products off the employer's premises during nonworking hours, conviction record, or arrest record.

Federal law prohibits student harassment on the basis of: sex, race, color, national origin, or qualified person with a disability. In addition, state law prohibits harassment based on: ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

The Stoughton Area School District, for the purposes of this policy, defines misconduct as harassment-type conduct that interferes with any employee's ability to perform in the work environment including gross misconduct or interferes with any student's school performance and/or ability to access and benefit from the educational setting.

502.10 Harassment and related forms of misconduct may include but are not limited to:

A. Verbal/expressive harassment: for purposes of this policy, verbal harassment is defined as verbal comments or other expressions which insult, degrade, or stereotype any group that occurs on school property or at a school sponsored event. This includes, but is not limited to, bullying, the misuse of telecommunications and/or display of offensive materials such as photographs or print material.

B. Physical harassment is defined as bullying, hazing, or otherwise subjecting another person to unwanted physical contact, or attempting or threatening to do the same.

C. Sexual harassment is defined as but is not limited to:

1. students: sexual advances, request(s), threats or demands for sexual favors, and/or other visual, verbal, written or physical conduct of a sexual nature directed at any person;
2. others: unwelcome sexual advances, request(s), threats, or demands for sexual favors, and/or other visual, verbal, written or physical conduct of a sexual nature directed at any person.

It is the responsibility of District employees, students, and Board members to foster a learning community free from such harassment or misconduct. Members of the District community, including employees, students, and community members, are expected to promptly report any conduct that could be in violation of this policy.

502.11 Disciplinary Procedures

- A. Students who engage in harassment or related forms of misconduct shall be subject to disciplinary action, up to and including expulsion. In addition, where appropriate, the District will consider referring the matter to proper legal authorities.

- B. Employees who engage in harassment or related forms of misconduct shall be subject to disciplinary action, up to and including termination. In addition, where appropriate, the District will consider referring the matter to proper legal authorities.
- C. Agents, consultants, and other third party providers who engage in harassment or related forms of misconduct may be subject to having their contract or agreement with the District terminated and the District will consider referring the matter to proper legal authorities.
- D. Volunteers or citizens involved in the school community and engaging in harassment or misconduct may have their participation restricted or terminated. The District may consider referring the matter to proper legal authorities.
- E. A false charge of harassment or related forms of misconduct will be treated as a serious offense and may result in disciplinary action, up to and including termination/expulsion. In addition, the District may consider referring the matter to proper legal authorities.
- F. Individuals reporting incidents of harassment or related forms of misconduct in good faith will be protected from retaliation or reprisals. Any person who engages in retaliatory conduct against a complainant may be subject to disciplinary action, up to and including termination/expulsion.

502.12 Distribution of Information on Harassment and Related Forms of Misconduct

- A. Each employee in the District will receive a copy of this policy.
- B. Each employee will receive a cover letter explaining the importance of the policy and the District's prohibition of all forms of harassment or related forms of misconduct.
- C. Posters will be placed in each workplace advising employees, students and community members to "tell someone" if they feel they are being harassed.
- D. An in-service for all employees will be presented in which an understanding of forms of harassment is developed and the importance of their vigilance is underscored.
- E. This policy will be included in each school's student handbook, staff handbook, and in the District-wide parent handbook.

502.13 Complaint Procedure

Individuals who wish to file a complaint regarding a violation of the harassment and related forms of misconduct policy should follow the District's complaint procedure.

1017.00 WEAPONS

(Adopted: 5/4/15)

The Stoughton Area School District is committed to providing a safe and healthy working environment for all its employees, students and visitors. As part of that commitment, the Board of Education prohibits students, staff members, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District.

1017.10 Definition of Weapon

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to firearms and/or look alike, (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical sprays, metallic knuckles, martial arts weapons, ammunition, explosives, and, bows and arrows.

1017.20 Consequences

Administration shall refer students, staff members, and visitors who violate this policy to law enforcement officials if warranted. The student shall be referred for potential disciplinary action, up to and including possible expulsion from school. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

The District's intent is not to punish inadvertent use or possession of an item that can be construed as a weapon when the intent of its use is clearly not threatening; however, a student who finds him/herself inadvertently in possession of a weapon in violation of this policy shall immediately surrender the weapon to a school employee. An investigation will occur into the circumstances surrounding the possession and surrender of the weapon and the Principal or designee will determine whether to discipline the student, or not. If the weapon is surrendered before the student is discovered to be in possession of the weapon and before any incident or disturbance occurs involving the weapon, such factors shall weigh in favor of the student.

1017.30 Exceptions

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel acting in an official capacity;
- B. starter pistols used in appropriate sporting events; and,
- C. weapon facsimiles or weapons for educational purposes such as learning reports, plays, or talent shows which need prior approval by building administration.

1017.40 Communication

Students and their parent(s)/guardian(s) shall be informed of this policy annually through the SASD District Annual Notices and Student Policy Handbook and through any other means determined appropriate by the administration.

Staff shall be informed of this policy annually through the SASD Personnel Policy handbook.

Cross Reference:	Policy 501.00	Nondiscrimination Statement
	Policy 503.00	Harassment and Related Forms of Misconduct
	Policy 601.00	Informal Complaint
	Policy 602.00	Formal Complaint
	Policy 603.00	Processing a Formal Complaint
	Policy 815.00	Search of Students and/or Their Property
	Policy 1011.00	Control and Search of Locker, Building and Grounds
	SASD Personnel Policy Handbook	
	SASD District Annual Notices and Student Policy Handbook	

Legal Reference	Wis. Stats. § 120.13(1), Wis. Stats. § 948.61, 18 U.S.C. 921(a)(3) 20 U.S.C. 7151
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1011.00 CONTROL AND SEARCH OF LOCKERS, BUILDINGS AND GROUNDS

(Revised 6/20/94; 4/02/01, 8/3/09)

The District exercises exclusive control over District facilities and grounds including but not limited to lockers, desks, and vehicles parked on district property. Students and employees are responsible for whatever is contained in areas that are issued to or used by them, and privacy shall not be an expectation. For purposes of this policy, "District Officials" include building principals, the district administrator or his/her designee, and law enforcement officers at the request of, or in cooperation with, District Officials.

1011.10 Lockers, Desks and Other Places of Storage

Lockers, desks and other places of storage are offered to students and employees by the District as a convenience, but the ownership, control, and regulation of these facilities remains exclusively with the Board of Education and District Officials. Areas listed above can be searched without consent, notification, or obtaining a search warrant.

1011.11 Buildings and Grounds

- A. District Officials reserve the right, on behalf of the Board of Education, to search any area of its buildings and grounds.
- B. When there is reasonable suspicion of a violation of either the law or school policies and rules District Officials reserve the right to search all vehicles parked on school property without consent, notification, or obtaining a search warrant.

1011.12 Use of Canines

As part of drug prevention efforts canines, that have been specifically trained to detect the odor of controlled substances, will be used in random searches on or in the buildings and grounds at the discretion of District Officials. The canines must be accompanied by authorized law enforcement personnel who will be responsible for the dogs' actions. In addition, canines may be used when there is reasonable suspicion that controlled substances or drug paraphernalia may be present on school property.

1011.13 Seizure of Items

Any items found during a search that are in violation of district policy, school rules or state law will be seized by law enforcement and/or District Officials. Any seized items will be safeguarded until determination has been made by the appropriate authorities as to the disposition of the item(s).

Cross Reference:	Policy 103.00	Handbooks
	Policy 600.00	Complaint Procedure
	Policy 717.00	Telecommunications Usage
	Policy 804.00	Respect and Responsibility
	Policy 1002.00	Employee Alcohol and Drug Use
	Policy 1006.00	Electronic Surveillance
	Policy 1008.00	Safety
	Policy 1012.00	Use of Tobacco

601 - Informal Complaint Procedures

Adoption Date: 12/4/2000, Revised: 3/21/2005; 03/05/2007
600 - Complaint Procedures

Every effort is made to resolve student, parent, and employee complaints informally. Individuals with complaints or concerns should, first, attempt to discuss the complaint with the individual directly involved with the concern to attempt an informal resolution. The participation of a third party may be requested when attempting to resolve a concern informally. The following steps will be used to informally resolve a complaint:

601.10 If the concern is related to the operation and management of the District, the concerned party should contact the superintendent; if the concern is related to the superintendent, the concerned party should contact the Board of Education president.

601.11 If an identified or anonymous concern is received by a Board member, the concern shall be referred to the district administrator, who will inform the appropriate administrator to seek informal resolution of the complaint.

601.12 The District does not wish for students or employees to be forced to report discrimination or harassment concerns to the perpetrator. The concerned party may seek informal resolution from the person at the next administrative level or as follows:

- A. A student should report the concern to a guidance counselor, teacher or other trusted adult.
- B. An employee should report the concern to the director of human resources.
- C. Any District employee receiving a discrimination or harassment complaint is directed to immediately forward the complaint to the director of student services (when a student is involved) or director of human resources (when an employee is involved).

601.13 If the concerned party cannot determine whom to call and wants/needs more information, or does not understand the process, the concerned party may call the director of student services (when a student is involved), the director of human resources (when an employee is involved), or the district administrator for assistance.

601.14 Voluntary and informal resolution of a complaint shall not necessarily preclude disciplinary action against the party identified in a complaint, including harassers, if such disciplinary action is necessary to assure that the school and work environments are free from misconduct, including discrimination and harassment. The District shall decide whether disciplinary action is necessary.

602 - Formal Complaint Procedures

Adoption Date: 12/4/2000, Revised: 3/21/2005; 09/04/2012, 11/23/2009,
03/05/2007

600 - Complaint Procedures

602.10 If a person cannot resolve a complaint after attempting informal resolution through the procedure identified above, the concerned party may file a formal, written complaint against a person utilizing the formal complaint procedures described below. Issues that are not covered under this complaint policy include, but are not limited to:

A. lawsuits, criminal investigations, juvenile court proceedings;

B. employee grievances under the collective bargaining agreement;

C. complaints that are subject to a hearing before the Board, other administrative body, or impartial hearing officer as required by state or federal laws, (including special education complaints, Section 504 of the Rehabilitation Act of 1973 complaints, or student expulsions) See the Board policies cited below for information about the following complaint procedures;

1. Special education complaints: Board Policy No. 1300.00 (Special Educations Policies and Procedures.

2. Section 504 complaints: Board Policy 605.00 (Section 504 Impartial Hearing Complaint Procedure).
3. Expulsions: Board Policy No. 804.00 (Student Behavior and Responsibility).

D. other complaints for which an investigation may be inappropriate (e.g., changes in Board policy).

602.11 Formal complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving office or assigned designee. It is important for these procedures to respect and advance the rights of all parties, including the protection of personal privacy interests and the protection of the reputations of all parties. In order to ensure fair procedures and to protect these interests, all parties are encouraged to keep these matters confidential. All investigating and reviewing offices are responsible for ensuring confidentiality.

602.12 Nevertheless, the District cannot promise anonymity to individuals filing complaints, including those reporting discrimination and harassment, or that it will not disclose information from individuals filing complaints. In certain situations, it may be necessary to reveal the content and the source of the complaint in order to properly investigate and resolve the complaint, or as required by state and federal law.

602.13 The district administrator shall report all formal complaints and their progress in a timely manner to the Board of Education.

603 - Processing a Formal Complaint

Adoption Date: 12/4/2000, Revised: 3/21/2005; 09/04/2012, 11/23/2009,
03/05/2007

600 - Complaint Procedures

603.10 Steps to Resolution

A. For all types of complaints, the concerned party shall provide a signed, written complaint within 30 calendar days after the alleged act(s) occurred. A concerned party is encouraged to file a written complaint as soon as possible after the alleged act occurs and informal resolution has failed. Delays in filing a complaint can hinder the proper and timely investigation and resolution of a complaint. If the concerned party fails to file a written complaint in a timely manner, it may be determined by the administration that the party has waived his or her right to have the concerns formally investigated and resolved. The administration reserves the right to investigate discrimination and harassment complaints at its own initiative.

B. All written complaints should include:

1. a specific statement of the concern or alleged behavior, including (if possible) additional background details such as time, date, location, and circumstances;
2. any witnesses to the alleged behavior, as appropriate to the nature of the complaint; and

3. actions requested to resolve the complaint and prevent future violations of the related Board policy. The District reserves the right to determine what response, if any, is necessary to resolve the complaint and prevent future violations.
3. A complaint shall be deemed filed on the date it is received by the District Administrator. The District Administrator may assign the investigation of a complaint to an appropriate administrator, including the District's director of student services/section 504 coordinator (for student-related discrimination complaints) or the director of human resources (for employee-related discrimination complaints). Any employee receiving a written complaint shall immediately forward the complaint to the District Administrator.

If the complaint is District Administrator-related, it shall be deemed filed on the date it is received by the Board president.

4. All complaint investigations shall proceed as follows:
 1. The District Administrator or designee will determine whether the complaint has been timely filed, whether additional information is required from the concerned party before the complaint can be investigated, or whether the

identified issue falls outside the scope of the complaint procedure.

2. The District Administrator or designee shall send the complainant written acknowledgement of the receipt of the complaint no later than five (5) school days after receipt of the complaint by the District Administrator. If the District Administrator or designee concludes that the complaint has not been properly filed, the complainant will be notified of the defects of the complaint and that an investigation will not be initiated. The complainant may request further information about filing a complaint under these procedures.

3. The District Administrator or designee shall investigate the complaint.

d. The District Administrator or designee shall meet with the complainant to discuss the complaint. At the discretion of the District Administrator or designee, a note-taker may be included in the meetings.

e. The person against whom the complaint is filed shall be notified of the complaint

within 3 school days of the determination that an investigation will occur.

- f. The District Administrator or designee shall meet with the person against whom the complaint is filed in order to permit him or her to respond to the allegations in the complaint. At the discretion of the District Administrator or designee, a note-taker may be included in the meetings.

- g. At the discretion of the District Administrator or designee and by request or voluntary agreement with the complainant, a joint meeting between the complainant and the person against whom the complaint is filed may be held to discuss the complaint and attempt to resolve it.

- h. The District Administrator or designee shall meet with witnesses as determined necessary to investigate the complaint. At the discretion of the District

Administrator or designee, a note-taker may be included in the meetings.

- i. The District Administrator or designee may determine that confidential disciplinary action is warranted.
- j. The District Administrator or designee will prepare a written report summarizing the investigation procedure, findings, and conclusions. The complainant shall be provided a final written response summarizing the outcome(s) of the investigation. The complainant shall be informed whether the complainant may appeal the conclusions of the investigation for further review.
- k. All written reports of formal complaints shall be filed with the District Administrator or designee.
- l. The District Administrator or designee shall ensure that all appropriate

timelines are adhered to under the complaint procedure.

5. The availability of appealing or further review of the outcome of the investigation of a complaint is as follows:

1. The result of all investigations may be appealed by the complainant to the District Administrator if a written appeal is submitted and filed with the District Administrator according to the timelines listed below. Any specific requirements related to the investigation of employee misconduct and discipline/termination shall be governed by the applicable collective bargaining agreement. If the District Administrator investigated the complaint an appeal may be filed with the Board of Education president.

b. The District Administrator shall determine whether an appeal has met the timelines. The District Administrator shall meet with the complainant when a written appeal has been properly filed. If not, the District Administrator at his/her sole

discretion may dismiss the complaint and inform the complainant. No further action will be taken.

c. The District Administrator will determine whether to (1) adopt the findings and conclusions of the investigator, or (2) conduct further investigation of the complaint.

d. When the District Administrator has completed review and/or investigation of the complaint, the District Administrator shall meet with the complainant and inform him/her of the outcome and provide a written decision. The decision of the District Administrator is final.

2. The results of student discrimination and harassment complaints that are based on membership in a protected category, as identified in Board policies 501.00 and 502.00, may be formally reviewed by the Board of Education if a written appeal is

submitted by the complainant and filed in a timely manner with the Board president.

b. The Board shall schedule and conduct a hearing on the complaint.

c. The Board shall issue a written determination and a copy shall be sent by the Board secretary to each concerned party no later than 90 days from the date the complaint was initially filed with the administration.

d. The Board shall notify the complainant of the right to appeal a negative determination to the state District Administrator within 30 days of the Board's decision and the procedures for making the appeal.

e. The Board shall also notify the complainant of the right to appeal a negative determination to the

Office of Civil Rights – Chicago
Office, U.S. Department of
Education, 500 W. Madison St.,
Suite 1475, Chicago, IL 60661,
312-730-1560.

6. Timelines: Every effort will be made to resolve complaints as quickly as possible.
7. All complaints, with the exception of section 5) b (above), shall be investigated and a written response to the complainant shall be issued within 90 calendar days of the proper filing of a written complaint. The complainant may file a written appeal of the outcome of an investigation with the District Administrator within five (5) business days of receipt of the written report. The District Administrator shall review the complaint appeal and issue his/her final determination within 30 calendar days of the filing of the appeal by the complainant. Parties can mutually agree to waive the timelines.
8. The administration shall comply with the following timeline for student discrimination and harassment complaints that are based on membership in a

protected category, as identified in Board Policy 501.00, as follows:

- . Acknowledgement that a complaint has been received shall be provided to the complainant within 45 calendar days of receipt of the written complaint.

- a. A final determination of the complaint, inclusive of Board review, shall be made within 90 calendar days of the receipt of the written complaint.

- b. The parties may agree to an extension of time, and it will be documented in writing.

- c. An appeal from a Board determination may be made by the complainant within 30 days of the Board's decision.