PULLMAN PUBLIC SCHOOLS

DISCRIMINATION COMPLAINT FLOWCHART

1 RECEIVE COMPLAINT

- Contact compliance officer (assistant superintendent).
- Complaints may be submitted by mail, email, or hand delivery.
- Complaint form is located on our district website.
- Provide the complainant with a copy of Board Procedure 3210 Non-Discrimination

2 INVESTIGATE

- The investigation must be completed with **thirty (30) calendar days** of receiving the compliant, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require extension of the time limit.

3 ISSUE SUPERINTENDENT'S RESPONSE

- The response must be issued within thirty **(30) calendar days** of the investigation being completed unless the complainant agrees otherwise or there are exceptional circumstances.
- A copy must be given to OSPI.
- Any corrective measures should be implemented within **thirty (30) calendar days** from the response unless otherwise agreed to by the complainant.

APPEAL TO SCHOOL BOARD

- Complainant may appeal within **ten (10) calendar days** of receiving the superintendent's response.
- School board must meet with **twenty (20) calendar days** of receiving the notice of appeal.
- School board must issue a decision within **thirty (30) calendar days** of receiving the appeal.
- A copy of the decision must be given to OSPI.