



PROCEDURE FOR PROCESSING AN EQUITY COMPLAINT

1. All complaints regarding equity compliance issues must be documented on the Equity Complaint Form.
2. The School Equity Coordinator should **notify the Building Administrator** that a **written complaint** has been received.
3. The School Equity Coordinator should immediately notify by telephone, the **Director of Professional Standards (Ranice Monroe) at (239) 337-8330** if the complaint is an **employee** related issue.
4. The School Equity Coordinator should immediately notify by telephone, the **Director of Student Services (Richard Shafer) at (239) 337-8342** if the complaint is a **student** related issue.
5. The School Equity Coordinator should **retain a copy** of the written complaint for record keeping purposes and submit the **original** written complaint to the **appropriate office** as indicated above **within 24 hours**.
6. The **Director of Professional Standards & Equity or the Director of Student Services will respond** to the person filing the complaint.
7. The **complainant** shall **receive a written summary** of the status of the investigation within 20 working days from the day the Director of Professional Standards & Equity or the Director of Student Services received the completed Equity Complaint. **A copy of the appeal procedure will accompany the recommended resolution.**