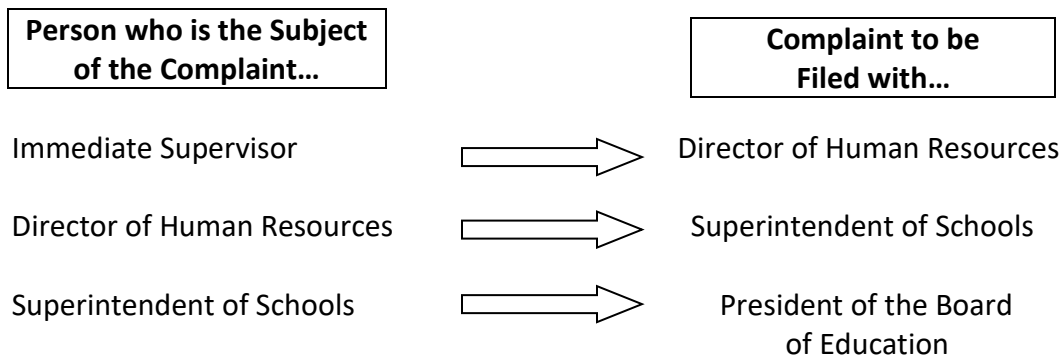


PROCEDURES

Whistleblower Protection

1. An employee of the School District who becomes aware of conduct on the part of another employee of the School District that is thought to be in violation of law, Board of Education policy or administrative procedure shall bring the matter to the attention of his/her immediate supervisor. Where the immediate supervisor is the person whose conduct is in question, the written Complaint shall be filed, instead, as follows:



2. The person receiving the Complaint shall review the Complaint to determine whether the Complaint arguably alleges a violation that is within the scope of Board Policy 4000.04. If so, the Complaint shall be forwarded to the Superintendent or his/her designee.
3. Upon receipt of a Complaint, the Superintendent or his/her designee shall determine whether the Complaint alleges a violation that is within the scope of Board Policy 4000.04. If so, the Superintendent or designee shall investigate the Complaint and determine whether a violation has occurred. The decision shall be made within fifteen (15) school days and the complaining employee shall be advised of the outcome.
4. The name or identity of an individual filing a Whistleblower Complaint shall remain confidential.
5. An individual who, in good faith, reports conduct that is thought to be a violation of law, Board of Education Policy, or administrative procedure shall be fully protected against actual or attempted retaliation, intimidation, threats or similar acts.