

DISCIPLINE COMPLAINT PROCEDURE

I. CAMBRIDGE-ISANTI DISCIPLINE COMPLAINT PROCEDURE

- A. Any discipline complaint must be made in writing within fourteen (14) calendar days following the notification of discipline and directed to the Director of Administrative Services and Human Resources.
- B. The school district will begin to investigate within three (3) school days of receiving a formal, written complaint.
- C. The Director of Administrative Services and Human Resources will manage the investigation and any resulting record.
- D. The school district will seek to conclude the complaint process within 30 calendar days of the date the formal complaint was received by the School District.
- E. Upon completion of the investigation, the school district will provide a written determination to the complainant that addresses each allegation and contains findings and conclusions.
- F. Cambridge-Isanti Schools prohibits reprisals or retaliation against any person who asserts, alleges, or reports a complaint.

II. STATUS OF STUDENT DURING PENDENCY OF FORMAL COMPLAINT

- A. The discipline applied to the student for which the complaint is being filed shall remain in full effect during the complaint investigation. In no regards will it be extended because of a complaint investigation.

III. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination on the complaint an informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.