

Paso Robles Joint Unified School District Complaint Procedure Flowchart

UNIFORM COMPLAINT PROCEDURE

- Must be completed within 60 days -

STEP 1

File written complaint with Chief Human Resource Officer/Title IX Coordinator

STEP 2

Resolution through informal mediation within three days of complaint being forwarded to Title IX Coordinator

STEP 3

If no resolution through informal mediation - investigation begins within five days of complaint being filed with Title IX Coordinator

STEP 4

Investigation complete.
Final written report issued to complainant within 35 days of filing.

STEP 5

Appeal to PRJUSD Board of Education available if complainant is dissatisfied.
Appeal must come within five days of receipt of written report.

STEP 6

PRJUSD Board of Education responds to appeal within 60 days.

STEP 7

If still dissatisfied, complainant may appeal to California Department of Education within 15 days of PRJUSD Board's ruling.

General COMPLAINTS

PRJUSD requests that complaints not utilizing the Uniform Complaint Procedure be flowed in the following manner:

SITE/SCHOOL



CHIEF HUMAN RESOURCE OFFICER/ TITLE IX COORDINATOR



SUPERINTENDENT



PRJUSD BOARD OF EDUCATION

Complaint may be resolved at any point of the above process.

