

## **Complaint Submission (Procedure)**

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### **Submitting a Compliant**

Any person who believes that Nevada State High School (NSHS) has engaged in discrimination and/or harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation or otherwise may submit a complaint to the contacts below:

#### I. Complaint Contacts

##### A. Students and Employees

Nevada State High School, Campus Instructional Director

2651 North Green Valley Parkway, Suite 106  
Henderson, NV 89014; or

[www.help.earlycollegenv.com](http://www.help.earlycollegenv.com)

The complaint procedures outlined below establish how complaints will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. These grievance procedures may be used by employees, students, parents, or third parties. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

NSHS encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint.

NSHS will not retaliate against any person who files a complaint in accordance with these procedures.

#### II. Steps to File a Formal Complaint

##### A. Step 1

1. Within 90 days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. Complainants may use the complaint form (reference 4220F). The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint.

2. Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable and impartial investigation of the complaint. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation will remain confidential to the extent practicable from public consumption.
3. Within thirty (30) business days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the complainant. The response will summarize the course and outcome of the investigation, and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment have occurred, appropriate corrective and remedial action will be taken.

#### B. Step 2

1. If the complainant wishes to appeal the decision from Step 1, he/she may submit a signed statement of appeal to the Chief Executive Officer at Nevada State High School, within ten (10) business days after receipt of the response. The Chief Executive Officer will review all relevant information and meet with the parties involved, as necessary. Within twenty-one (21) business days of receiving the statement of appeal the Chief Executive Officer will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

#### C. Step 3

1. In accordance with school policy for complaints and items outlined herein with step 3, if the complainant is not satisfied with the decision of the Chief Executive Officer, he/she may appeal through a signed written statement to the school Governing Body within ten (10) business days of the receipt of the Chief Executive Officer's response to request a hearing at the next public Governing Body Meeting provided the request is made in accordance with public meeting laws as public agendas are required to be posted 3 days in advance. In an attempt to resolve the grievance, the Governing Body shall review all relevant information and hear the information provided by the concerned parties and their representatives in accordance with the public meeting dates. A copy of the Board's disposition of the appeal shall be sent to each concerned party within fifteen (15) business days of this meeting.

### III. Filing a Civil Rights Complaint

- A. The complainant may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the District of Columbia is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at (202) 453-6020 (ph), (202) 453-6021 (fax).

**References**

Adopted: [9/1/2004], 1/15/2009, 1/15/2015, 8/19/2021

Policy Review History: 9/1/2011, 9/1/2014, 9/21/2021, 9/1/2028

Legal Reference: