

PUBLIC COMPLAINTS ABOUT PERSONNEL OR DISTRICT SCHOOLS

If a citizen has a complaint concerning district personnel or relating to a district school, that citizen shall be requested to file a written and signed complaint form. Complaints of any nature concerning school personnel or relating to a district school, shall be referred through established channels.

The District Administrator shall investigate written and signed complaints and prepare a written report within 30 days.

The Board of Education shall be notified of written and signed complaints which are being investigated by the District Administrator, or which are directed at the Board of Education.

If the complainant is not satisfied with the District Administrator's response, the citizen may request, in writing, that the Board of Education conduct a hearing to review the matter from the beginning. The Board may grant a hearing if it determines that the complaint involves a substantial question of policy or importance to the district, or if the citizen establishes that the administration's investigation was deficient. If the Board decides to conduct a hearing, the individual named in the complaint shall be notified and advised of his/her right to be present at the hearing. The hearing shall be conducted in a manner that provides due process to all participants.

The Board of Education and members of the staff may refuse to take anonymous telephone calls or complaints and are under no obligation to issue public statements on reports or charges based on hearsay or rumors.

CROSS REF.: Administrative Procedures Handbook

APPROVED: May 17, 2001