

COMMUNITY RELATIONS

Complaints Regarding School Personnel

Rules and procedures exist to ensure due process in handling complaints concerning school personnel. When appropriate, the following procedures are recommended:

1. Complaints specifically directed toward school personnel (faculty member, support staff member, or administrator) should be addressed initially with the involved school personnel. This does not apply if the complaint involves allegations of violations of civil or legal rights or sexual harassment, which may require investigation or inquiry by school officials. See Board Policies 4116/5116 Civil and Legal Rights – Discrimination and 4116.2/5116.2 Sexual Harassment.
2. If the matter cannot be resolved satisfactorily with the school personnel, complaints should be submitted to the following persons, as appropriate:
 - A. If the unresolved complaint involves a faculty member, it should be submitted to the building principal.
 - B. If the unresolved complaint involves a support staff member, it should be submitted to the appropriate supervisor or director.
 - C. If the unresolved complaint involves an administrator, it should be submitted to the Assistant Superintendent of Human Resources or the Superintendent of Schools.
3. Complaints that are unresolved after following the above procedures should be submitted to the Assistant Superintendent of Human Resources or the Superintendent of Schools.
4. The Board of Education shall act as a final appeal board in handling complaints concerning school personnel.

See also: Board Policies:
 4116/5116 Civil and Legal Rights – Discrimination
 4116.2/5116.2 Sexual Harassment
 4117 Teacher Discipline

Policy:
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