

Grievances and Complaints

1. The Board and administration welcome notice and correction of any person violating district policy, state or federal law.
2. This procedure shall be followed as an orderly method of resolving or responding to concerns at the lowest possible administrative level in a clear and timely manner.
3. No person shall be retaliated against in any manner for complaining by using this process.
4. Any employee of the district (“complainant”) may communicate a grievance, complaint, problem, or concern (“complaint”).
 - a. A complainant may choose to be represented by another person at any level of this procedure.
 - b. A complainant may not be represented by a member of the complainant’s immediate family.
5. A complainant may communicate a complaint to an immediate supervisor, a teacher, a principal, or any other district employee with authority to resolve the complaint; but no complainant may interfere with school operations or visit a classroom to express a complaint without permission.
6. No complainant has to complain to the person they are complaining about first
7. A complaint may be communicated and resolved informally—that is, orally or not in writing. However, if a complainant is not satisfied with the informal resolution of a complaint, the complainant must communicate the complaint again in writing and wait for a written response before appealing.
8. Any employee receiving a written complaint shall investigate and give the complainant a written report of investigation and proposed resolution or other appropriate response as soon as practicable.
9. Employees may have a witness or representative of the employee’s choice present during any disciplinary or grievance meeting; however, any such witness or representative does not have the right to be heard.
10. Any employee receiving a complaint of sexual or racial harassment or criminal activity shall give the Superintendent a copy of the complaint immediately.
11. If the employee receiving a written complaint has not responded within 5 working days or if a complainant is not satisfied with the employee’s response to a written complaint, the complainant may appeal in writing to the employee’s supervisor or principal.

12. Any supervisor or principal receiving a written appeal shall investigate and give the complainant a written report of investigation and proposed resolution or other appropriate response within 5 working days or as soon as practicable; otherwise, the supervisor shall give the complainant a status report and estimated completion date within those 5 days.
13. If the supervisor or principal receiving a written appeal has not responded within 5 working days or if a complainant is not satisfied with the response to an appeal, the complainant may appeal in writing to the Superintendent.
14. The Superintendent shall give the complainant a written report of investigation and proposed resolution or other appropriate response within 5 working days.
15. If the complainant is not satisfied with the Superintendent's response, the complainant may appeal and have a hearing during the next regularly scheduled board meeting.
 - a. Any such hearing may be open or closed to the public at the discretion of the complainant.
 - b. If the hearing is open, the parent or guardian of any student under the age of 18 who gives testimony may elect to have the student's testimony given in a closed session.
 - c. All parties to the complaint may present and question witnesses.
16. The school board shall respond to any written appeal in writing.