

# ADMINISTRATIVE REGULATION

No. 520

## Board of Trustees Douglas County School District

## STUDENTS

### STUDENT COMPLAINT

The building administrator will consider the student's complaint; and if the administrator deems it appropriate, may investigate the matter further. The building administrator will be responsible for issuing a final decision within a reasonable period of time.

The building administrator may consider a complaint whether it is in writing or not. If the student provides a written complaint, it must state the incident or issue, witnesses, a suggested solution, and be signed and dated. A complaint must be submitted to the building administrator within five (5) school days of the actual occurrence.

It is the building administrator's responsibility to investigate the complaint, interview the student (if necessary) and find out the substance of the complaint. During the building administrator's investigation process, the building administrator may decide to interview the student who initiated the complaint and/or other students or personnel who may be involved. The building administrator may also ask the initiating student for possible solutions to the complaint.

The building administrator will refer to the proper authority or the building administrator may respond back to the student once the investigation has been completed. The building administrator may provide a verbal or written response back to the student.

If the complaint is against the building administrator, the Superintendent, or his designee, will investigate the complaint according to the same procedures described above.

[See Board Policy related to this Administrative Regulation](#)  
See also: [Administrative Regulation 529 \(Discipline\)](#)  
[Administrative Regulation 103-104 \(Discrimination\)](#)

Date Adopted: October 8, 2002