

CAMBRIAN SCHOOL DISTRICT
Board Policy

Procedure 1312.1
Adopted: September 25, 2001
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COMMUNITY

Public Complaints about School Employees

I. Complaints Concerning School Personnel

- A. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. If the complaint is not resolved at this level, the complainant is requested to put the complaint into writing and to direct it to the employee's administrative supervisor, or principal. If the complaint, after review by the supervisor and response to complainant, remains unresolved, the supervisor shall refer the written complaint, together with the supervisor's report and analysis of the situation, to the Superintendent or his/her designee. The Superintendent's decision shall be final unless the complainant, the employee, or the Superintendent requests a closed hearing before the Board on the complaint. If the complainant so requests, an open hearing will be held.
- B. Every effort should be made to resolve the complaint at the earliest possible stage.
- C. Failure of the complainant to put the complaint into written form will be considered by the District as a dropping of the complaint.

II. Hearing

- A. No hearing, either open or closed, will be held by the Board on any complaint unless and until the Board has received the Superintendent's written report concerning the complaint. The Superintendent's report shall contain, but not be limited to, the following:
 - 1. The name of each employee involved,
 - 2. A brief but specific summary of the nature of the complaint and the fact surrounding it, sufficient to inform the Board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense,
 - 3. A copy of the signed original of the complaint itself,

4. A summary of the action taken by the supervisor/principal and the Superintendent in connection with the complaint with the Superintendent's specific finding that disposition of the case at the Superintendent's level has not been possible, and the reasons therefore.
- B. All parties involved, including the school administration, shall be requested to attend such a meeting, for the purposes of presentation of all available evidence, allowing every opportunity for the explanation, and for clarifying the issue.
 - C. The decision of the governing board following the hearing shall be final.