



# ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

<b>PROCEDURE</b>	<b>Public Complaints About Personnel PROCEDURE</b>		
<b>SECTION</b>	<b>Personnel</b>	<b>CODE</b>	<b>B22R</b>

Last updated: 12/2024

## This procedure outlines the steps included in Policy B22

1. Complaint Initiation
  - The complainant raises a complaint to the individual concerned.
2. Attempt Resolution with Individual (e.g. Teacher or Coach)
  - Resolved?
    - Yes → End Process
    - No → Proceed to the next step.
3. Principal Review
  - Submit a written complaint to the \*Principal with supporting facts.
  - Principal reviews the complaint and makes a decision. Communicates the outcome to the complainant in writing.
  - Resolved?
    - Yes → End Process
    - No → Proceed to the next step.
4. Superintendent Review
  - Submit the issue to the Superintendent in writing for review and decision.
  - Resolved?
    - Yes → End Process
    - No → Proceed to the next step.
5. Appeal to the School Board
  - Complainant requests the School Board to review the Superintendent's decision in writing. Direct email to ANWSD Board chair.
  - The Board holds a hearing, invites all parties, and makes a final decision to either uphold the administration's decision or request that the administration review the matter again.
6. Final Decision
  - End Process

*\*Note: if the incident is in reference to ANWSD Athletics, the matter must go to the Athletic Director before going to the principal.*

### Cases of Alleged Discrimination:

For complaints involving alleged discrimination, the complainant is directed to follow the procedures outlined in the **Non-Discrimination Policy** rather than the standard process.