KACB - COMPLAINTS ABOUT PERSONNEL

The District is committed to resolving complaints about school district personnel in an efficient manner, while providing a positive working and learning environment for all staff and students. The Board adopts this policy to reduce potential concerns and to establish channels of communication for complaints about personnel.

Filing Procedure

The following procedure is intended to minimize the risk of a possible defamation, to retain the impartiality of the Board, and to maximize compliance with state and federal law.

When possible and appropriate, complaints shall be resolved at the lowest possible level of authority, starting with the personnel member directly. If the complaint cannot be satisfactorily resolved at that level, the complaint shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

1. Follow established procedures to investigate the complaint.
2. Notify the employee if the complaint is to be placed in the employee's personnel file. The administration makes the decision to place information into a personnel file shall be based on the results of an inquiry or investigation and may make the final decision at the conclusion of the investigation.
3. Schedule a meeting with the employee, the complainant, and/or the supervisor if deemed appropriate.
4. Provide a response to the complainant and respondent employee within 60 days of receipt of the complaint. Upon conclusion of the investigation, the complainant shall be informed of the outcome of the investigation, and the disposition of the complaint to the extent appropriate. If either party is dissatisfied with the handling of the complaint, the dissatisfied party may appeal the matter to the Superintendent or designee for final resolution.

The Board will not hear, consider, or act upon personnel complaints and must remain neutral and uninvolved in the investigation process, except as identified below for a Board President. Board members shall refer individual complaints about school district personnel to the Superintendent or designee, whereupon established procedures will be followed.

Complaints about the Superintendent or Business Manager shall be directed to the Board President, who is responsible for conducting or delegating the investigation to a designated investigator. The Board President may make a recommendation for action, if any, to the Board, based on the outcome of the investigation. The Board may retain an attorney or consultant to assist with the investigation process.

If disciplinary action is deemed warranted at the completion of the investigation, the District shall take appropriate action up to and including termination of employment in

accordance with law, and/or reporting such activity to appropriate state licensing and/or law enforcement officials.

Deadlines
A complaint about personnel must be filed within 180 days of the alleged occurrence to be considered for investigation, except as provided by other district policy. The District has separate investigation procedures that must be followed for complaints of alleged unlawful harassment and/or discrimination.

Retaliation and Providing False Information Prohibited
The District prohibits retaliation because of an individual's participation in an investigation and/or initiation of a report under this policy, including instances when an allegation is not substantiated. The District also prohibits knowingly filing a false report and/or knowingly making false statements during an investigation. Staff and students who violate these prohibitions are subject to appropriate disciplinary action.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC, Nondiscrimination and Anti-Harassment Policy
- AAC-BR, Discrimination and Harassment Grievance Procedure
- ACF, Whistleblower Protections Policy: Prohibition Against Retaliation
- DI, Personnel Records
- KACB-E1, Personnel Complaint Form
- KACB-E2, Investigation Report on File

End of Hope-Page School District Policy……..Amended: 4/9/2025