872 - PUBLIC COMPLAINTS ABOUT PERSONNEL

It is recognized that, from time to time, parents or other community members may bring to the Board or other school personnel, complaints about District employees. These complaints may focus on a variety of concerns. The Board recognizes that issues and complaints involving staff members are best resolved at the most immediate or supervisory level. Written documentation of all complaints and/or verbal warnings is the responsibility of supervisory personnel.

Complaints about District staff shall go through the following guidelines.

1. Direct concerns to the employee's supervisor. If unsure of who that is, reach out to the Building Principal or District Administrator.
2. If your complaint is not addressed, fill out the complaint form Exhibit 872 – Public Complaints about Personnel and turn into the District Administrator. If the complaint is about the District Administrator, send the complaint to the School Board President.
3. Complaints will be followed up within seven days. The completed complaint form will be kept on file in the district office.
4. The complainant will be notified once the investigation is completed.

This policy is not intended to prevent public comment and input into the educational process. Positive statements about District employees are strongly encouraged as are questions and concerns regarding School District methods and/or procedures. The intent of this policy is to ensure the fair and equitable treatment of all school employees.

Cross References: 522 – Staff Conduct, Exhibit 872 – Public Complaints about Personnel (Form)

Adopted: February 15, 2012
Revised: February 15, 2017, October 21, 2026