

FORMAL COMPLAINT PROCEDURE (PUBLIC)

A. **PURPOSE:** Solutions to problems and improvement of staff performance can only occur when all the facts are available to parents, the Board, and the staff. This procedure is designed to provide a process for handling such problems.

1. Any faculty member, administrator, or Board member approached with a complaint shall inform the person(s) making the complaint of the proper method for registering the complaint.

2. All complaints shall be in writing and signed by the party making the complaint. The complaint shall specify the person(s) involved, details of the alleged misconduct or reason for the complaint and supply any supportive evidence.

B. **PROCEDURES:**

1. Complaints against faculty members or other employees shall be filed with the principal.

2. Upon receipt of a signed complaint against any employee, the principal shall meet privately with the employee and shall provide the employee with a copy of the complaint and discuss the complaint.

3. If the principal feels that the complaint presents grounds for further action or if the complaint is to be made part of the employee's record, the employee must be informed of this fact in writing. An employee so notified shall have the right to request a meeting with the Superintendent and the complaining party or the right to attach a written rebuttal to the complaint or both. The principal shall render a decision in writing without undue delay and provide a copy of the decision and action to both parties.

4. The employee or complainant may request a meeting with the Superintendent within 10 days after the principal's decision is rendered. The Superintendent shall review the complaint as well as the principal's decision, conduct such further investigation as the Superintendent deems appropriate and meet with all parties. Parties to this meeting may be represented by a person of their choosing. The employee has the right to be accompanied by a representative of the collective bargaining agent representing the employees' bargaining unit, if any, or other person of their choice.

5. The Superintendent shall render a decision in writing without undue delay and provide copies of his decision and action to the parties. Within 10 days of the Superintendent's decision either party may appeal to the School Board in writing filed with the business manager. The Board will review the complaint as well as the decisions of the administration and take such further action as it sees fit which may include additional investigation or a formal hearing. The Board's action may be appealed to court as provided by law.

COMPLAINT FORM

PLEASE FILL OUT THIS FORM COMPLETELY – UNSIGNED COMPLAINTS WILL NOT BE ACTED UPON

I / we _____ wish to file a formal complaint against _____.

The event(s) upon which this complaint is based are as follows:

(Please be as specific as possible. Use additional sheets as necessary.)

These events occurred: (date)_____.

These events were witnessed by:

(List all witnesses)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Identify Board Policy, or State or Federal regulation you believe was violated:

State the action you believe should be taken:

Have you discussed this situation with the employee(s) involved? YES / NO

If not, why not?

Please be aware that making a false statement to a governmental organization like a school district can have serious consequences. In addition, a false charge may result in legal action taken by the person accused of wrongdoing.

Signature of Complainant: _____ Date _____

Signature of witness: _____ Date _____

Date received by Tri-Valley School District _____

Action taken by District: *(use attachments if needed)*