

PUBLIC OR STUDENT COMPLAINTS ABOUT EMPLOYEES

The board recognizes situations may arise in the operation of the school district which are of concern to the students, parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to be free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board, it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- a) Matters concerning an individual student, teacher or other employee should first be addressed to the teacher or employee.
- b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee’s building principal or immediate supervisor. The procedures for filing a written complaint (Code No. 402.51) should be initiated at this point.
- c) Unsettled matters regarding licensed employees from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president in writing, who may bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 214.1.
- e) At all times in the complaint process, formal complaints and informal reports regarding sex discrimination, including sexual harassment, will be subject to the Title IX grievance process (see the Title IX Grievance Procedure regulation).

The board will address complaints from the members of the school district community if they are in writing, signed, and the complainant has complied with this policy.

Legal Reference: Iowa Code § 279.8 (1993).

Cross Reference: 214.1 Board Meeting Agenda
215 Public Participation in Board Meetings
504.3 Student Publications

**This policy deals with general complaints. Complaint forms and policies for bullying or harassment, discrimination, abuse of students by District employees, as well as the District’s Level I Investigators can be easily accessed on the school’s website by clicking on the “District” and “Policies” tabs.

Approved 1/1993 Reviewed 2-11-2013 Revised 9/8/2014
9/14/2020