

## Community Relations

**SUBJECT: COMPLAINTS CONCERNING SCHOOL PERSONNEL**

General complaints or inquiries concerning school personnel from the general public will be referred to the department or school to which the matter pertains.

Typically, complaints or inquiries will be referred to the immediate supervisor who will make initial inquiries and investigations, and if unable to resolve the matter satisfactorily will refer the matter to the next appropriate level. If necessary, the matter will be referred through successive levels of authority to the Superintendent.

All administrators will process complaints in a thorough and expeditious manner.

Complaints against personnel will be discussed by supervisors only with superiors or with those persons directly involved in the matter.

The District will follow all applicable federal and state laws and regulations, as well as all applicable District policies, regulations, procedures, collective bargaining agreements, and other related documents such as the District's *Code of Conduct* when processing complaints and inquiries about District employees.

**Discrimination and/or Harassment Complaints**

Complaints of alleged discrimination and/or harassment are handled in a different manner than general complaints concerning school personnel. These types of complaints will be investigated by the appropriate District official in accordance with all applicable federal and state laws and regulations, as well as all applicable District policies, regulations, procedures, collective bargaining agreements, and other related documents such as the District's *Code of Conduct*.

NOTE: Refer also to Regulations #3420R -- Non-Discrimination and Anti-Harassment in the District  
#3420F -- Complaint Form  
#3420F.1 -- District Response to Complaint Form  
#3421F -- Title IX Formal Complaint Form  
#7550R -- Dignity for All Students  
#7550F -- Dignity Act Complaint Form  
*District Code of Conduct*

February 22, 2021