

# Board Policy

Code No. 402.5

## **PUBLIC COMPLAINTS ABOUT EMPLOYEES**

The Board recognizes situations may arise in the operation of the school district which are of concern to the 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 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 if the following has not been completed:

- a. matters concerning an individual student, teacher, administrator, or other employee should first be addressed to that person;
- b. unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the supervisor for classified employees;
- c. unsettled matters regarding 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 about a school district employee, the individual may notify the Board President in writing, who will 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, "Board Meeting Agenda."

The Board will receive 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 Sections 273.1, 279.8 (1989).

*Cross Reference:* 214 Board Meeting Agenda  
215 Citizen Participation

*Approved:* September 16, 1991

*Reapproved:* January 23, 1995  
February 2, 1998  
February 20, 2001  
February 17, 2004  
December 4, 2006  
April 18, 2011