

### **Public Complaints about District Personnel**

1. Any complaint against a school employee will be made with the employee's immediate supervisor. In the case of a licensed employee, this should be done after the complainant has made every effort to resolve the conflict with the employee personally.
2. If the complaining party is not satisfied with administrative action taken by the supervisor, a written complaint may be filed with the superintendent. Written complaints must be specific and must be signed by the complainant. The superintendent shall respond within five working days.
3. If the complaining party is not satisfied with action by the superintendent and wishes to pursue the matter further, the following steps will be taken:
  - a. All complaints against school employees shall be made in writing, signed and submitted to the superintendent on the Board complaint form at least seven working days prior to a Board meeting. The complainant must be present at the meeting where the complaint will be heard in executive session;
  - b. Within four working days, the employee will be notified and permitted to appear and testify on his/her behalf at an executive session with the Board;
  - c. The Board shall notify the complainant and employee of the action they have taken within four working days;
  - d. If either party is not satisfied with action taken at step c., they may, within four working days, call for a hearing with the Board and the other party concerning the complaint. The request must be in writing and must outline any additional or new information which would justify an additional hearing. Either party may be accompanied by legal representation;
  - e. The Board shall notify the complainant and employee in writing within four working days of the action it has taken;
  - f. Should either party disagree with the rendered decision of the Board under step e., they may proceed to the courts.

**Lake County School District 7**  
**BOARD COMPLAINT FORM**

Name of Person Filing Complaint \_\_\_\_\_

Date Complaint Filed \_\_\_\_\_

Complaint Filed Against \_\_\_\_\_

Description of Problem \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has this complaint been brought before the following persons?

a. Person being charged with the complaint:  Yes  No

b. Direct supervisor of above: \_\_\_\_\_  
(principal or supervisor)

c. Superintendent: \_\_\_\_\_

I wish to have a hearing before the Board relative to the above complaint.

I will be represented by \_\_\_\_\_, \_\_\_\_\_  
(name of representative) (title)

\_\_\_\_\_  
Signature of complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date