

Monument School District 8

Code: GBM-AR
Revised/Reviewed: Unknown
Orig. Code: GBM-AR

Complaint Procedure

The following procedures shall be used for the reporting, investigation and resolving of complaints staff.

Any staff member who believes he/she has been subject to any violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should immediately report the incident to the superintendent. If the complaint involves the superintendent, the complaint will be filed with another person in authority.

The following procedure shall be followed:

- Step 1. When a complaint is received, an informal meeting with the complainant and other person or persons shall be set up at the discretion of the complainant to resolve the complaint informally. This shall be done within five (5) working days.
- Step 2. If the complaint cannot be resolved informally, the complainant may submit the complaint in writing. The superintendent will investigate and a conference will be held with the complainant within five (5) school days and a written response will be given to the complainant within ten (10) school days.
- Step 3. If the complainant is not satisfied with the decision of the superintendent, he/she may submit a written appeal to the Board. This appeal should be filed within five school days of receipt of the superintendents decision.

The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complaint, in writing, within ten school days.
- Step 4. If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Changes to the above procedure may be made if the superintendent is named in the complaint.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the filing of a complaint.