

GENERAL COMPLAINT PROCEDURES

It is the policy of Laramie County School District #2 to try and solve complaints at the lowest possible level. If there is a complaint, the first step is to arrange a visit with whom you have the disagreement. Most complaints can be solved at this point. However, if the complaint is not resolved, there are further steps to follow. These progressive steps are outlined below and will be helpful in resolving complaints. Administrators will ensure that the process has been followed as appropriate.

Complaint Process

1. If the complaint involves a staff member, contact the staff member during school – either before school, after school, or during planning time. (The school secretary can provide information on available planning time.) Set a meeting, if necessary.
2. If the complaint involves a student, contact the school counselor or building principal. They will investigate and try to resolve the issue.
3. If the issue is not resolved, contact the building principal. If needed, arrange a meeting with the principal. If appropriate, the staff member and the student will be invited. During the meeting, fill out a complaint form with all pertinent information.
4. If the issue is still unresolved, contact the superintendent. If needed, arrange a meeting with the superintendent. The superintendent will request the complaint form from the principal.
5. The superintendent will investigate all pertinent information, visit with those involved, and provide a written response to the complainant.
6. If the issue is regarding an administrative guideline, and the complainant or superintendent feels the administrative guideline needs to be reviewed, the complainant or superintendent may ask to have the Board review the policy at the next board meeting.

Nonretaliation

No retaliation or reprisal of any kind shall be taken against any person participating in the complaint process either as a complainant, a witness, or respondent, by reason of such participation. Confirmed acts of retaliation, threats or intimidation may result in disciplinary and/or legal action.

Adoption Date: May 12, 2008

COMPLAINT FORM

Name and address of Person Making Complaint: _____

Name of Person(s) Being Complained Against: _____

Date: _____ (Date of Action Causing Complaint)

- I request that: This Complaint be used as a Conveyance of concern only
 This Complaint be investigated and action be taken only if deemed necessary by the administration
 Proposed policy change be brought before the Board

Complaint: (Attach another sheet if necessary)

Supportive Evidence or Witnesses: (Attach copies if necessary)

Proposed Change in the following Policy or Guideline: _____
(Attach copy of policy or guideline with proposed changes.)

In the event that this complaint results in subsequent hearing, I:

- Will be willing to attend hearings
 Will Not be willing to attend hearings

Signature of Person Making Complaint

Date

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