

KN **COMPLAINTS**

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It is the policy of the board to resolve all complaints regarding the district at the lowest possible administrative level.

About Policies

Complaints about policies should be directed to the superintendent.

About Curriculum

Complaints about the curriculum of the district should be directed to the superintendent.

About Instructional Materials

Complaints about specific instructional materials should be directed to the appropriate building principal.

About Facilities and Services

Complaints about facilities and services should be directed to the superintendent.

About Personnel (Cf. BCBI-R)

The board places trust in its employees and will protect them as much as possible from unnecessary, spiteful or unwarranted criticism. Complaints will be investigated fully and fairly, and the employee's rights to due process will be protected at all times.

Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution. The employee involved will be informed and will be given every opportunity for explanation, comment and presentation of the facts as the employee sees them. The employee will also be given the opportunity to meet with the person(s) making the complaint if the employee so desires.

If it appears necessary, the administration, the person who made the complaint or the employee involved may request an executive session of the board for a full study and decision by this body. Statutory provisions for executive sessions will be observed.

KN **COMPLAINTS**

KN-2

Generally all parties involved, including the administration, will be asked to attend such a meeting to present additional facts and clarify the issues. Hearsay and rumor will be disregarded as will any emotional display.

The board will conduct such meetings in as fair and just a manner as possible. The board may request a disinterested third party to act as moderator to help the board reach a mutually satisfactory solution.

This policy shall not apply to any complaint which is investigated by an agency outside the school, to any complaint which relates to a violation or alleged violation of Title IX or to any complaint which might result in a Due Process Hearing as provided by law.

APPROVED: August 6, 1973

AMENDED: June 9, 1986

REVIEWED: May 13, 2002

REVIEWED AND APPROVED: May 14, 2012

KN-R **COMPLAINTS**

KN-R

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

About Instructional Materials

The building principal involved shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

APPROVED: August 6, 1973

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