

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	July 15, 1980	FILE SECTOR:	SCHOOL-COMMUNITY
DATE REVISED:	April 18, 1991		RELATIONS
DATE REVISED:	February 16, 1995	POLICY TITLE:	PUBLIC COMPLAINTS
DATE REVISED:	March 21, 2002		ABOUT SCHOOL PERSONNEL
DATE REVISED:	January 25, 2007		
DATE REVISED:	September 18, 2014		
DATE REVISED:	August 24, 2020		

Constructive criticism of Medford Area Public School District (MAPSD) is welcome when it is motivated by a sincere desire to improve the quality of the educational program and/or to assist the school district in performing its tasks more effectively.

Whenever a community member, parent or guardian is aggrieved at the action of any school employee, and a more specific complaint procedure does not apply to the situation (e.g., a student bullying complaint or a discrimination or harassment complaint) such community member, parent or guardian may give information thereof to the building principal. If the matter is not resolved at that time, the complainant may appeal to the district administrator. If the complainant feels uncomfortable reporting the issue to either the principal or the district administrator, then the complaint should be delivered in writing and signed by the complainant to the board of education (BOE) president or BOE clerk, who will deliver the complaint to the district administrator. The written complaint should include a specific statement of the alleged behavior, including additional background details such as time, date, location and circumstances of alleged incident; the name, address and telephone number of the complainant; and any third party witnesses' name, address and phone number. Appeals shall not be heard, and charges against any school employee shall not be investigated or acted upon by a BOE member or the BOE. Once the district administrator has completed his/her investigation, the results will be brought before the BOE.

The BOE places trust in its employees and desires to support their actions in such a manner that the district responds appropriately when its employees are subject to unlawful or inappropriate/unreasonable conduct by others. Employees may bring any concerns regarding such conduct to the attention of the appropriate building principal or the district administrator. Where any person engages in conduct toward a school official or employee that is related to the official's or employee's school district role and that the district administrator or BOE determines is unlawful or inappropriate/unreasonably (1) threatening, (2) harassing, (3) disruptive and lacking a legitimate purpose, (4) abusive of a district process, or (5) interfering with an official's or employee's health, safety or ability to perform their district role, the district administrator or BOE may, after an appropriate investigation, take appropriate responsive action. Possible consequences, depending on the circumstances, might include actions such as contacting law enforcement, restricting the responsible party's access to school property or school activities, or restricting the time, place, or manner of the responsible party's contact with certain school employees in connection with the employee's role. Nothing in this paragraph is intended to restrict the district's ability to otherwise take appropriate and lawful action to ensure proper school district operations or to protect the health, safety, or property of any person who is present on school property or who is engaged in, or otherwise associated with, school-related operations and activities.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	April 18, 1991	FILE SECTOR:	SCHOOL-COMMUNITY
DATE REVISED:	March 21, 2002		RELATIONS
DATE REVISED:	January 25, 2007	POLICY TITLE:	PROCEDURES FOR THE
DATE REVISED:	June 19, 2014		INVESTIGATION OF COMPLAINTS
DATE REVISED:	September 18, 2014		AGAINST DISTRICT EMPLOYEES
DATE REVISED:	August 24, 2020		

Careful investigation and consideration of complaints regarding MASPD employees, and due regard for the rights of the persons involved, requires a procedure that balances the various interests of community members, parent(s)/guardian(s), students and employees.

Upon receipt of a complaint regarding alleged job-related inappropriate conduct of (or by) a MAPSD employee(s), the district will proceed consistent with the following procedures:

- The building principal or designee, with assistance as needed, will investigate the complaint.
- Public authorities/agencies will be informed if required by law or otherwise appropriate.
- The employee(s) complained against will be informed of the general nature of the complaint.
- The employee will be accorded an opportunity to discuss the complaint with the principal or designee, or submit a written response.
- The employee under investigation may be accompanied by a representative, if desired, in any discussion of the matter with the principal or designee.
- Where the complaint involves alleged employee conduct toward or witnessed by students, the principal or designee will secure the student(s)' recollections. Interviewing district students by or on behalf of the employee(s) under investigation or suspicion is not permitted without school district and parental written consent.
- Modifications to these procedures may be required in all staff handbooks or BOE policies. In case of conflict with these guidelines, the provisions in the staff handbook prevail.
- The district administrator shall be informed of complaints investigated under this procedure.
- Exceptions to these procedures can only be granted by the district administrator.

Whenever a serious complaint is made directly to the BOE as a whole, or to a BOE member as an individual, it shall be referred to the district administrator for study and recommendation.

If the community member, parent/guardian or employee is not satisfied with the result of these procedures, either may appeal to the district administrator, and if satisfaction is not reached there, to the BOE in accordance with applicable policy. The decision of the BOE shall be final in all cases.

BOE members or administrators sued as a consequence of performing their duties shall be provided full legal services.

CROSS REFERENCE: KL & KLD-R

LEGAL REFERENCE: Section 813.125, 120.13(35), 947.01, 947.0125 & 947.013, Wis. Stats.