

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	

Constructive criticism of the school district 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 school board president or board 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 board member or the board of education. Once the district administrator has completed his/her investigation, the results will be brought before the board of education.

The Board of Education 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 board of education 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 his/her school district role, the district administrator or school board 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 school 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

Careful investigation and consideration of complaints regarding district 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 district employee(s), the district will proceed consistent with the following procedures:

1. The building principal or designee, with assistance as needed, will investigate the complaint.
2. Public authorities/agencies will be informed if required by law or otherwise appropriate.
3. The employee(s) complained against will be informed of the general nature of the complaint if the complaint is considered serious by administration.
4. The employee will be accorded an opportunity to discuss the complaint with the principal or designee, or submit a written response.
5. The employee under investigation may be accompanied by a representative, if desired, in any discussion of the matter with the principal or designee.
6. 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.
7. Modifications to these procedures may be required in all staff handbooks or board of education policy(ies). In case of conflict with these guidelines, the provisions in the staff handbook prevail.
8. The district administrator shall be informed of complaints investigated under this procedure.
9. Exceptions to these procedures can only be granted by the district administrator.

Whenever a serious complaint is made directly to the board of education as a whole, or to a board of education 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 board of education in accordance with applicable policy. The decision of the board of education shall be final in all cases.

Board of education 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.