

The Board recognizes that concerns regarding the operations of the school district will arise.

A Citizen may file a complaint with the board chair against the superintendent or the school board attorney if there has been a violation of a federal or state law, or regulation.

- A. The Complaint must be in writing, signed by the person filing the complaint. The Complaint shall include:
 1. a description of the facts and dates, in general, of when the alleged violation occurred.
 2. what specific federal or state law, regulation or requirement has been violated.
 3. when the violation took place
 4. who you believe is responsible: names of all the people that may have information regarding the allegation or issue.
 5. Documentation to be considered. Any documentation deemed to be relevant to the issue shall be attached.
 6. the resolution you expect. If you have ideas about how the issue can be resolved.
- B. The board chair shall provide the complaint to the accused (either the Superintendent or School Board Attorney). The Superintendent/Board Attorney will have 10 days to provide a response for the Board to consider.
- C. The Board Chair shall present the complaint and response to the Board. The Board will determine if an investigation is warranted. The board must have consensus for the referral. If the board declines to refer the matter to a third party for investigation, the Board Chair will notify the Complainant of the decision. The Board's decision is final.
- D. If the board decides an investigation is warranted, the board may refer the investigation to a third party. This report shall be completed no later than 60 days after the receipt of a complaint.
- E. When the investigation is complete, the findings will be presented to the board. After receiving the findings of the investigation, the board shall decide in open session what action, if any, is warranted.