

PUBLIC CONCERNS/COMPLAINTS ABOUT PERSONNEL

(Regulation) [Policy](#)

Teachers

1. The teacher's principal will evaluate the complaint. If the complaint requires the teacher to become involved, the person making the complaint will be requested to confer with the teacher.
2. If the matter is not resolved, the principal or another appropriate administrator will meet with the teacher and the complainant in an effort to resolve the matter.
3. If this procedure is unsuccessful, a final appeal may be made through the office of the superintendent to the Board of Education.

Other personnel

1. The administrator who receives the complaint will evaluate the nature of the complaint. He may provide any information within his official competence to resolve any misinterpretations of the complainant. If he cannot, he will make every effort to refer the complainant to the school administrator who is primarily concerned in the situation in the complaint.
2. If the complaint is not resolved, it will be referred to a higher authority. The person primarily concerned in the situation described in the complaint, upon receiving the complaint either from the complainant or the higher authority, will make every reasonable effort to resolve the situation to the satisfaction of the complainant.
3. The higher authority to the administrator who is primarily concerned in the situation described in the complaint may seek appropriate adjustment through proper channels after Steps 1 and 2 have been completed. He will inform the officer concerned in the complaint of his actions which resulted from the complaint.
4. It is advised that in cases in which the complaint has been made with constructive intent and has resulted in any significant improvement that the complainant be notified and thanked for his service to the district.

Approved September 1972

Colorado Springs School District Eleven, Colorado Springs Colorado
May, 1995

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