

COMPLAINTS AND REQUESTS FOR RECONSIDERATION

The Pulaski Community School District strives to comply with all applicable laws, contracts, negotiated agreements, policies, and administrative procedures. These regulations are to be applied by district employees in a fair, equitable, and orderly manner while maintaining an ethic of caring and compassion.

The board places trust in its employees and desires to support their actions in such a manner that employees are protected from unnecessary, spiteful or negative criticism and complaints.

During the course of leading and managing the district, employees must make choices regarding actions while interpreting and applying regulations. The board recognizes that differences or conflict might arise over the interpretation or application of one or more regulations. This policy is designed to provide a clear means of resolving such differences with the intent of solving problems at the lowest possible level, in the least amount of time, while maintaining the integrity of all parties.

The following procedure should be observed when making a complaint, or requesting reconsideration of a policy or decision.

- A. The complaint or request should be presented verbally to the school employee who is most closely responsible for the situation that affected the complainant. Either party may request the presence of the employee's immediate supervisor.
- B. The employee and/or the employee's supervisor will receive the complaint or request and provide a timely response based on applicable regulations. The respondent will review the applicable regulations and explain his or her interpretation of them when responding to the challenge.
- C. If the complainant believes that the respondent is incorrect, the individual may file a formal written complaint. The complaint will address a specific policy, law or procedure and must be completed in the manner prescribed by the applicable regulation. If no procedure is required by the regulation in question, the individual should use the form developed by the district for this purpose (see KLD-ADM).

D. The board prefers that all complaints follow the applicable procedure outlined in this policy. Charges that involve violations of public law, state statutes, or board policy are exceptions to this procedure and may be directed to the district administrator for immediate consideration and resolution.

E. Retaliation is prohibited against any individual who:

- Initiates a complaint.
- Reports an incident that may violate policy, procedures, or law.
- Is associated or perceived to be associated with a person who initiates a complaint or participates in the investigation of a complaint under this policy.

F. Confidentiality

- The District understands the difficulty of coming forward with a complaint or request for reconsideration and recognizes interest of all parties in protecting their privacy and reputations.
- To protect the interests of the parties' confidentiality will be maintained throughout the process. Information relating to the conflict will only be disclosed to the extent necessary to carry out resolution procedures, or to meet the District's obligation to provide a harassment free workplace.
- Parties involved in the conflict resolution processes will not discuss the complaint with other staff who are not directly involved in the process. Improper breaches of confidentiality may result in disciplinary action.

G. False Allegations

If an investigation results in a finding that the complainant falsely accused another of objectionable conduct knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions, including the possibility of termination. Such action is considered a violation of the policy and the investigation results as well as the sanctions will be recorded in personnel records relating to the complainant.

A person, who submits a complaint in good faith, even where the complaint cannot be proven, has not violated the policy.

The board directs the district administrator to establish administrative procedures that will accommodate actions that are brought to the district under this policy.

Policy Adopted: September 24, 1986

Revised: November 19, 1992; July 21, 2003

Reviewed: June 22, 2016