

Complaint Against School Personnel Form



What to do first.

When you have a concern or complaint with a school district employee, it is always best to first discuss your concern with the employee involved. If this is either impossible or unsatisfactory, you may contact the employee's supervisor. You may call Human Resource Services at 563-336-3808 to find out who the supervisor is, if you do not know. If the supervisor determines that your complaint requires further review, you will be asked to complete a *Complaint Against School Personnel Form* designed to obtain the necessary information for reviewing complaints.

Please Check One: **Student** _____ **Parent/Guardian** _____ **Staff** _____ **Other/Volunteer** _____

Name (please print): _____

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Email Address:** _____

Date of Incident: _____ **Location of Incident:** _____

Description of Incident (attach extra pages if necessary): _____

Other Information: _____

If you believe, this incident was based on discriminatory, bullying or harassing behavior, please check all that apply to the incident:

Sex _____ Age _____ Color _____ Creed _____ National Origin _____ Race _____ Religion _____ Marital Status _____

Sexual Orientation _____ Gender Identity _____ Physical Attributes _____ Ancestry _____ Familial Status _____

Disability _____ Political Belief _____ Political Party Preference _____ Socioeconomic Status _____

Have you reported this incident to an administrator? Yes _____ No _____ **If yes, please list name:** _____

It is my understanding that all persons identified in this complaint will receive a copy of this document.

By signing this form, I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Today's Date: _____

District Policy and Regulations

The procedure for filing concerns and complaints in the Davenport Community Schools is governed by School Board Policy 103.02 and Administrative Regulations 103.02A, both entitled - *Complaints Against School Personnel*. Policies and Regulations may be viewed at the Board Secretary's office at 1606 Brady Street or in the Principal's office of any district school building. You may also access this information through our web site at www.davenportschools.org.

The process and appeal rights

The employee's supervisor will attempt to resolve your complaint by talking to you and the employee and determining the best course of action. If you disagree with the supervisor's decision, however, you have a right to appeal to the next supervisor. In fact, you may appeal to subsequent supervisors and to the Superintendent. If you are still unsatisfied after an appeal to the Superintendent, you may make a final appeal to the School Board.

Questions to answer

During the review process, the supervisor will ask you and the employee to answer the following types of questions:

- What is the problem?
- Is it focusing on a person?
- Or is it focusing on an action by a person?
- What is the history of the problem?
- How long have you had this concern or complaint?
- Has the action occurred once or many times?
- Has the action come from more than one person?
- Have you approached the person about whom you are complaining?
- What change or remedy are you seeking?
- What do you request the district consider as a possible solution?

The next step

The supervisor will explain what he or she expects to do with your complaint.

For example:

- How the employee against whom you are complaining will be contacted.
- If there will be another meeting involving you.
- When and how you can expect to hear back from the supervisor.

Resolution

The employee's supervisor will make every effort to resolve any problems you may have raised with your complaint. However, if you are unsatisfied with that resolution, you may appeal. The employee's supervisor will provide you with the name of the next supervisor in line to whom your complaint should be referred.

Complaint Forms

Complaint Against School Personnel Form are available at each school site, building facility and the district website: www.davenportschools.org. Should you need a copy and cannot access one of our sites, or require assistance in completion of the form, please contact the Equity Department, 1606 Brady Street, Davenport, IA 52803 or by phone at 563-336-3812.

Davenport Community Schools Non-Discrimination Statement

The Davenport Community School District (DCSD) provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, ancestry, or actual or potential parental, familial, or marital status. DCSD will take affirmative action in recruitment, appointment, assignment, and advancement of women and men, members of diverse racial/ethnic groups, and persons with disabilities for job categories in which any of these groups of people are underrepresented.

Inquiries related to this policy may be directed to Dawn Anderson Rascher, DSCD Equity Coordinator, 1606 Brady Street, Davenport, IA 52803 or by phone at 563-336-3805. Inquiries may also be directed to the Iowa Civil Rights Commission, the Region VII Office of the United States Equal Employment Opportunities Commission, or the Region VII Office of Civil Rights, United States Department of Education.