



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 1312.1.1
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Community Relations

Complaints Concerning School Personnel

1. Purpose and Scope

Guidelines and procedures for complaints concerning school personnel.

2. Regulation

- A. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. If the complaint is not resolved at this level, the complainant is requested to put the complaint into writing and to direct it to the employee's administrative supervisor, or principal. If the complaint, after review by the supervisor, remains unresolved, the supervisor shall refer the written complaint, together with the supervisor's report and analysis of the situation, to the Superintendent or his/her designee. The Superintendent's decision shall be final unless the complainant, the employee, or the Superintendent requests a closed hearing before the Governing Board on the complaint. If the employee so requests, an open hearing will be held.

Every effort should be made to resolve the complaint at the earliest possible stage.

Failure of the complainant to put the complaint into written form will be considered by the district as a dropping of the complaint.

- B. No hearing, either open or closed, will be held by the Governing Board on any complaint unless and until the Board has received the Superintendent's written report concerning the complaint. The Superintendent's report shall contain, but not be limited to, the following:
- (1) The name of each employee involved.
 - (2) A brief but specific summary of the nature of the complaint and the facts surrounding it, sufficient to inform the Governing Board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.

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- (3) A true copy of the signed original of the complaint itself.
- (4) A summary of the action taken by the Superintendent in connection with the complaint, with the Superintendent's specific finding that disposition of the case at the Superintendent's level has not been possible, and the reasons therefore.

(*EXCEPTION: Notwithstanding the provisions of paragraph 4 above, any written complaint forwarded to the Governing Board, whether by the district administration or otherwise, which meets the informational requirements of subparagraphs 1 and 2 above, and which further contains within it specific allegations of (1) prior submission of the complaint in the same or similar form to the Superintendent, and (2) the failure or refusal of the Superintendent to effectively dispose of the complaint, shall, subject to Governing Board agenda requirements, be heard by the Board at its next regularly scheduled session or any other session scheduled for the purpose of such hearing.)

- C. The district administration shall cooperate with the complainant and aid in the preparation of any formal complaint so as to quickly meet the informational requirements of these rules. Copies of the rules regarding the submission and handling of all such complaints shall be made freely available.
- D. All parties involved, including the school administration, shall be requested to attend such a meeting, for the purposes of presentation of all available evidence, allowing every opportunity for the explanation, and for clarifying the issue.
- F. The decision of the Governing Board following the hearing shall be final.