



# Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 1312.1

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## Community Relations

### Complaints Concerning School Personnel

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures. Complaints concerning personnel shall be filed no later than six (6) months from the date of the alleged incident or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged incident.

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints concerning school personnel:

1. Every effort should be made to resolve the complaint at the earliest possible stage. Whenever possible, complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged.
2. 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 a complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Failure of the complainant to put the complaint into written form will be considered by the district as a dropping of the complaint.
3. A written complaint shall include:
  - a. The full name of each employee involved.
  - b. A brief but specific summary of the complaint and the facts surrounding it.
  - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.
4. 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.

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5. Both the complainant and the employee against whom the complaint was made may appeal a decision by the principal or immediate supervisor to the Superintendent/designee. Parties shall consider and accept the Superintendent or designee's decision as final unless the complainant or the employee requests an appeal to the Governing Board. The Governing Board reserves the right to hear the appeal or delegate the appeal to the Board's designee.
6. No appeal will be held by the Board/designee on any complaint unless and until the Board/designee, has received the Superintendent/designee's written report concerning the complaint. The Superintendent/designee's report shall contain, but not be limited to, the following:
  - a. The full name of each employee involved.
  - b. A brief but specific summary of the nature of the complaint and the facts surrounding it, sufficient to inform the Board/designee, and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.
  - c. A copy of the signed original complaint.
  - d. A summary of the action taken by the Superintendent/designee in connection with the complaint, with his/her specific finding that the case at the Superintendent's level has not been possible and the reasons therefore.
8. All parties involved, including the school administration, may be requested to attend such a meeting, to clarify the issue and present all available evidence.
9. The decision of the Board/designee following the appeal hearing shall be final.
10. 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.

Regulation  
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