

# **KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION**

## **Citizen Complaints**

**Series: K06A**

**Reference:**

**Issued: 06.16.1988**

**Revised:**

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**6.01 Scope.** The procedure provided by this regulation shall apply to complaints about school employees and any other citizen's complaint which is not governed by West Virginia State Board of Education Policy 7211 (126 CSR 188).

**6.02 Conference.** Any citizen who desires to prosecute a complaint about a school employee or a complaint which is not governed by West Virginia Board of Education Policy 7211 shall schedule a conference with either the employee's immediate supervisor or an employee who is responsible for the administration of the subject area relating to such complaint. If a person is in doubt as to with whom a conference should be scheduled, the Superintendent's office should be contacted for guidance.

**6.03 Appeal.** Any person who is not satisfied with the response to a complaint following a conference may appeal the matter to the Superintendent. Such an appeal may be made by completing a form which shall include at least the following information:

- (a) Name[s] of person[s] making complaint;
- (b) Description of complaint;
- (c) Name[s] of employee[s] who has[have] been contacted in effort to resolve the complaint; and,
- (d) Statement of what the person[s] making the complaint would like done.

Such forms shall be available in the office of the Superintendent. Upon receipt of an appeal the Superintendent shall undertake to render a decision. Any decision of the Superintendent shall be final and not subject to further appeal. However, nothing contained herein shall be construed to limit the right of persons to appear before the Kanawha County Board of Education as provided in Section 1.07 of Board Policy A1.

**6.04 Employee Due Process.** Nothing within this regulation shall be construed to limit any relevant due process rights of school employees

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relative to decisions which may adversely affect terms and conditions of employment.