



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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Administrative Procedures for the Investigation of Complaints Against School Personnel

1. When a citizen has a complaint concerning District personnel or District school(s), the citizen shall file a written complaint form with a member of the school administration staff or with a member of the Board of Education.
2. The School District Administration shall notify the Board of Education of written complaints received by the Administration. Written complaints received by the Board of Education shall be referred to the Administration.
3. **The person that is the subject of the complaint, in most cases, will be provided with a copy of the complaint or advised of the subject matter of the complaint.**
4. The School District Administration shall investigate these written and signed complaints and shall prepare a written report within thirty (30) days for the complainant.
5. If the complaint is not resolved by the Administration's response, the citizen may request, in writing, that the Board of Education conduct a hearing to review the matter de novo (from the beginning).
6. In order to determine the need for a hearing, the Board of Education must determine if the complaint involves a substantial question of policy or importance to the District and that the Administration's investigation was deficient.
7. If the Board of Education decides to conduct a hearing, the individual named in the complaint, or the Principal of the school involved, shall be notified and advised of his/her right to be present at the hearing.
8. The Administration shall notify the complainant(s), the individual named in the complaint, and other concerned persons of the date and time established for the hearing.
9. The hearing shall be conducted in a manner which provides due process to all participants.
10. All written complaints and constructive criticism shall be communicated to the District Administrator.

CROSS REFERENCE: Policy #872 Exhibit - Complaint Concerning School Personnel or School

APPROVED: November 14, 1991

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APPROVED: August 10, 2023