

**TITLE: CITIZENS COMPLAINTS AGAINST SCHOOL EMPLOYEES AND OTHER MATTERS NOT GOVERNED BY WEST VIRGINIA BOARD OF EDUCATION POLICY 7211**

Scope. The procedure provided by this policy shall apply to complaints about school employees and any other citizen's complaint that is not governed by West Virginia State Board of Education Policy. However, the procedure provided by this policy shall not be available in any situation where the County Board of Education is without authority to act or where the method of complaint is specifically prescribed some other policy or law.

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.

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:

1. Name[s] of person[s] making complaint;
2. Description of complaint;
3. Name[s] of employee[s] who has [have] been contacted in effort to resolve the complaint; and,
4. 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.

Employee Due Process. Nothing within this regulation shall be construed to limit any relevant due process rights of school employees relative to decisions that may adversely affect terms and conditions of employment.

Review Schedule. This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

**Legal Authority: West Virginia Board of Education Policy 7211**

**Board Adoption: July 21, 2014**

**CITIZENS COMPLAINT APPEAL FORM**

This form is to be completed only after a conference with the immediate supervisor of an employee that is the subject of a complaint or with an administrator charged with responsibility for administration of the subject area relating to the complaint. The completed form should be delivered to the Superintendent's office.

\_\_\_\_\_  
Complainant [Print]

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone (home & work)

\_\_\_\_\_  
E-mail address

Complaint description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of person(s) who have been contacted in an effort to resolve the Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Statement of requested actions to resolve the Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date