

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Assoc. Superintendent, PSS

Issue No: 5

Date: 05/31/16

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.1 GENERAL PERSONNEL PRACTICES

SECTION 4.106 COMPLAINTS CONCERNING SCHOOL DISTRICT PERSONNEL

It shall be the policy of the Board of Education to manage complaints from parents, students, or patrons, against employees of the District through a well-conceived and defined procedure. Every effort will be made to resolve the matter informally at the earliest possible stage. Complaints will be received by the Board of Education only after the issue has been first referred to the Superintendent.

Complaints concerning the Superintendent of Schools are to be sent in writing directly to the Board of Education and copied to the Associate Superintendent of Personnel Support Services.

The Board of Education will respond directly to the complainant. The complaint will be managed by the Board of Education or their designee.