

## SECTION 160 COMPLAINT PROCEDURE

The Portage Community School District Board of Education expects employees to act in a professional manner and in accord with accepted educational practice and adopted policies, and furthermore presumes that citizens and employees are both committed to act in the best interest of students. Further, the school district recognizes the right of individuals to share concerns or present complaints about practices occurring in the schools or district.

Any complaint concerning any aspect of the operation of the Portage Community School District (i.e., personnel, teachers, curriculum, operation, maintenance,) brought to the attention of Board Members is to be processed in the following manner. (Anonymous complaints will not be processed):

- a. The complaint is to be referred to the teacher and/or administrator involved.
- b. If not resolved at step a, the complaint is to be referred to the district administrator, preferably in writing, outlining the issue and remedy sought by the complainant, describing how the decision of the teacher/administrator is found to be in violation of board policy/student handbook outlines. The following areas are considered by the board to be administrative functions and in these areas the appeal to the district administrator is final; pupil and/or teacher assignments, grade placement and grading, school discipline, and student promotion and/or graduation. Appeals of student disciplinary matters relative to transportation services may be appealed to the business administrator. The board will hear complaints in these areas only if the allegation of the complaint is that board policies and/or rules and regulations of the board have been violated. The appeal officer will report the substance of the complaint and its disposition to the board for its information only.
- c. If the appeal officer cannot resolve the problems in areas other than listed as exceptions in "b" the district administrator and/or the complaining party may present the problem to the Board either in writing or in person for Board action.

The Portage Community School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

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June 13, 1988

Amended - December 13, 1993

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Portage Community Schools

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