

## Community Relations

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT****SUBJECT: COMPLAINTS CONCERNING SCHOOL PERSONNEL**

General complaints or inquiries concerning school personnel shall be referred to the department or school to which the matter pertains.

Normally, such complaints or inquiries shall be referred to the immediate supervisor who will make initial inquiries and investigations, and if unable to resolve the matter satisfactorily shall refer the matter to the next appropriate level. If necessary the matter will be referred through successive levels of authority to the Superintendent of Schools.

All administrators will process such complaints in a thorough and expeditious manner.

Complaints against personnel will be discussed by supervisors only with superiors or with those persons directly involved in the matter.

Applicable provisions of all contracts with negotiating units, in addition to federal and state laws and Board of Education policies pertaining to Rights of Privacy, will be strictly observed in the processing of complaints and inquiries about Mount Pleasant Cottage School Union Free School District employees.

**Discrimination or Harassment Complaints**

Any type of discrimination or harassment allegedly occurring within the District shall be investigated promptly, equitably and thoroughly by the appropriate official in accordance with District policy, regulations and procedures. All reports of alleged discrimination or harassment will be held confidential to the extent possible consistent with the District's legal obligations in conducting a thorough investigation and/or taking appropriate disciplinary measures.

Refer to appropriate regulations and sample complaint form as noted below for specific guidelines to be utilized in the reporting, investigation and resolution of discrimination, general harassment or sexual harassment complaints.

**Civil Rights Compliance Officer**

The Civil Rights Compliance Officer is the Superintendent, and/or Director of Operations, and/or Principal. The Civil Rights Compliance Officer shall be appointed by the Board and shall be responsible for providing information, including complaint procedures, and for handling complaints relative to civil rights (e.g., Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, etc.) for any student, parent, employee or employment applicant.

(Continued)

**SUBJECT: COMPLAINTS CONCERNING SCHOOL PERSONNEL (Cont'd.)**

NOTE: Refer also to Regulations #3420R -- Non-Discrimination and Anti-Harassment in the School District  
#3420R.1 -- Reporting Complaints of Discrimination and Harassment  
#3420P -- Non-Discrimination and Anti-Harassment Complaint Procedures  
#3420F -- Sample Complaint Form  
#3420F.1 -- District Response to Complaint Form  
#3420F.2 -- Appeal Form  
#6121R -- Sexual Harassment of District Personnel  
#7551R -- Sexual Harassment of Students