

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE  
Box 688  
Cowley, Wyoming 82420  
POLICIES AND REGULATIONS  
FILE: KE-R

**PUBLIC COMPLAINTS**

The procedures listed below have been established for the review of inquiries or complaints relating to district personnel or programs:

Level 1 - Informal

1. The district official receiving the concern should provide information and respond to questions. The complainant shall be notified of the formal procedure commencing with level 2 if the response of the district official is not satisfactory. The official receiving the concern shall notify the principal of the inquiry or complaint, and what information the complainant was given.
2. The principal shall notify the employee of the nature of the complaint, and make every effort to bring the employee and complainant together for a conference if deemed necessary.
3. If the complainant does not wish to meet with the employee, the principal shall attempt to resolve the matter, and then notify the complainant, and the employee of his decision.

Level 2 - Formal (Principal)

1. If the complainant is not be satisfied with the principal's decision, the principal shall request to complainant prepare a Review Form. A signed copy of the form will be given to the employee, but shall not become a part of the employee's personnel file.
2. The principal shall forward the Review Form to the superintendent who will appoint an ad hoc committee of three employees to study the problem and recommend a solution. Members of the committee must be acceptable to the superintendent, the challenged employee's principal, and the employee. If possible each of the employees will have had recent experience in the challenged employee's services and/or programs of the district.

Level 3 - Formal (Superintendent)

1. The superintendent will review the findings of the committee and make a decision.
2. A written copy of the Superintendent's decision shall be given to all persons involved.

Level 4 - Formal (Board of Trustees)

1. The complainant may appeal the Superintendent's decision to the Board of Trustees, who shall make the final decision.

Issued and Approved Prior to 1977  
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