

**GILMER COUNTY BOARD OF EDUCATION POLICY 5140.2
CITIZENS COMPLAINTS AGAINST SCHOOL EMPLOYEES AND OTHER
MATTERS NOT GOVERNED BY THE STATE BOARD OF EDUCATION
POLICY (7211) RELATING TO CITIZENS APPEALS**

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 7211 (126 CSR 188). However, the procedure provided by this policy shall not be available in any situation where the Gilmer 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. Completing a form, which shall include at least the following information, may make such an appeal:

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 rendered by the Superintendent may be appealed to the Gilmer County Board of Education. Such appeals must be in writing and submitted to the Superintendent within 5 day of the receipt of the Superintendent's decision. The Superintendent shall transmit the appeal and all related documents to the Board. The Board may: elect to consider the appeal and render a decision based upon the documentation submitted by the Superintendent; may refuse to consider the appeal (in such cases the decision of the Superintendent shall become final); or conduct a separate hearing.

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

**CITIZENS COMPLAINT APPEAL FORM
GILMER COUNTY SCHOOLS (Policy 5140.2)**

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, (201 N. Court Street, Glenville, WV 26351-1294).

_____ **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**