

Adopted: January 8, 2015
Revised: August 8, 2016
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COMMUNITY OF PEACE ACADEMY POLICY 8.2 COMPLAINT PROCESS

I. PURPOSE

The purpose of this policy is to provide clear procedures to students, parents, faculty and staff who may wish to bring issues of concern and complaints to the attention of the Board.

II. POLICY

It is the policy of Community of Peace Academy to establish clear procedures so that students, parents, faculty, and staff are effectively enabled to bring concerns and complaints to the attention of the appropriate officials who can then bring about a prompt resolution.

III. COMPLAINTS REGARDING DISCRIMINATION

A. Complaints by Faculty and Staff.

Faculty and staff who have complaints regarding possible discriminatory practices are encouraged to follow the complaint procedures outlined in Board Policy 4.5.1.

B. Complaints by Students and Families.

Students and/or families who have complaints regarding possible discriminatory practices are encouraged to follow the complaint procedures outlined in Board Policy 5.4.1.

IV. COMPLAINTS REGARDING POSSIBLE VIOLATIONS OF THE LAW.

Faculty and staff who have complaints regarding possible violations of the law are encouraged to follow the complaint procedures outlined in Board Policy 4.10.

V. VIOLENCE IN THE WORKPLACE

Faculty and staff who have complaints regarding possible instances of violence in the workplace are encouraged to follow the complaint procedures outlined in Board Policy 2.5.2.

VI. COMPLAINTS REGARDING BULLYING, CYBERBULLYING AND HAZING

Students and families who have complaints regarding possible instances of bullying, cyberbullying, and hazing are encouraged to follow the complaints procedures outlined in Board Policies 5.4.2 and 5.4.3 respectively.

VII. FACULTY AND STAFF COMPLAINTS ABOUT OTHER MATTERS.

- A. **Reporting other complaints.** If faculty or staff have complaints regarding matters not covered above, they are encouraged to bring the concern to the attention of their immediate supervisor first. If that does not resolve the issue, the complaining individual may bring the issue to the attention of his/her supervisor's supervisor.
- B. **Bringing concerns to the Board.** As a general matter, complaints should not be brought directly to the Board unless pursuant to one of the above policy directives.

Legal References: Minn. Stat. §121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. §363A (Minnesota Human Rights Act)
42 U.S.C. §2000e *et seq.* (Title VII of the Civil Rights Act)
Section 504 of the Rehabilitation Act
Americans with Disabilities Act
Minn. Stat. §124E (Minnesota Charter School Law)
Minn. Stat. §121A.0695 (Bullying Policy legislation)
Minn. Stat. §120B.232 (Character Development Education)
Minn. Stat. §§121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 181.932 (Whistleblower Act)

Cross References: 20 U.S.C. §1701-1758 (Equal Educational Opportunity)
Minn. Stat. §13.43 (Public and Private Personnel Data)