

**Public Requests, Suggestions, or Complaints**  
**Board of Education**  
**Wrightstown Community School District**

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Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board has a right to protect the staff from inappropriate harassment. Although no community member will be denied the right to petition the Board for redress of a grievance, complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. The District recognizes the right of individuals to share concerns or present complaints about practices occurring in the schools or District.

It is the desire of the Board to address any such matters through direct, informal discussions and other means. It is only when attempts at informal resolution fail that more formal procedures shall be used. Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. The Wrightstown Community School District relies on its teachers, staff, and administrators to resolve such concerns or complaints of citizens. It is the policy of the District to provide for such resolutions first at the level most directly involved and in an informal manner, whenever possible.

If the matter concerns a professional staff member the individual(s) should discuss the matter with the staff member. The staff member shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the principal.

If the matter has not been satisfactorily addressed at the first level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member.

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If the matter has not been satisfactorily addressed at the second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

If the matter has not been satisfactorily addressed at the third level, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted after receiving the District Administrator's written response.

The Board, after reviewing all material relating to the matter, shall provide the individual(s) with a written response or grant a hearing before the Board or before a committee of the Board.

The individual(s) shall be advised, in writing, of the Board's decision no more than thirty (30) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall inform the individual that s/he has no authority to act in his/her individual capacity and may refer the individual(s) to this guideline or the District Administrator for further assistance.

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Should the matter involve a concern regarding the District Administrator, which has not been resolved through discussion with the District Administrator, the individual(s) may submit a written request to the Board to address the matter. This request should include a description of:

1. the specific nature of the matter and a brief statement of the facts giving rise to it;
2. the respect in which the individual(s) has been, or will be affected;
3. the reason that matter was not able to be resolved with the District Administrator;
4. the action which the individual(s) wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board or a committee of the Board, refer the matter to an executive session, take formal action on the matter, or take other appropriate action to deal with the matter.

The individual(s) shall be advised, in writing, of the Board's action or decision within thirty (30) business days of receiving the request. The Board's decision will be final.

Legal Reference: Wisconsin Statutes - 118.01 & 118.019  
U.S. Code Title 20 1232h

Adopted: 12/18/2019  
Reviewed:  
Revised: