

All complaints regarding the District should be resolved at the lowest possible administrative level.

About Policies

Complaints about policies of the District should be directed to the Superintendent.

About Curriculum

Complaints about the curriculum of the District should be directed to the Superintendent.

About Instructional Materials

Complaints about specific instructional materials should be directed to the appropriate building Principal.

About Facilities and Services

Complaints about facilities and services should be directed to the Superintendent.

About Personnel

Complaints will be investigated fully and fairly, and the employee's rights to due process¹ shall be protected at all times. All processes shall be consistent with grievance procedures delineated in contractual agreements with bargaining units.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the administration for study and possible solution.

The employee involved will be informed and shall be given every opportunity for explanation, comment and presentation of the facts as the employee sees them.

Approved: June 29, 2009

LEGAL REF: MCL 15.261 *et seq.*

¹ Due process includes both substantive and procedural due process. Substantive due process protects employees from arbitrary, capricious, irrational, or unreasonable action (requires that a rule or a disciplinary decision must be rationally related to a legitimate state interest). Procedural due process includes the concepts of proper notice to the accused and the right to a hearing before a property interest is taken away. The extent of the procedures due depends on the nature of the interest being taken away, i.e., the more that could potentially be taken away, the more procedural protections must be provided. If the maximum penalty that could be imposed is relatively small, only a small amount of procedural due process is required.