

DAVENPORT COMMUNITY SCHOOLS

THE DAVENPORT COMMUNITY SCHOOL DISTRICT COMPLAINT FORM

Name : _____
 Address : _____
 City : _____
 State : _____ Zip : _____
 Phone : _____

Today's Date : _____

Date of Incident : _____ Location of Incident : _____

Description of what took place (attach extra pages if needed) :

What is your objection to this incident ? (attach extra pages if needed) :

Have you reported this incident to a building administrator ? _____ yes _____ no
 If yes, who : Name : _____ Title : _____

How might the District attempt to resolve your complaint? (attach extra pages, if needed) :

It is my understanding that all persons identified in this complaint will notified.

 (Signature)

The Davenport Community Schools provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status, disability, or sexual orientation. Inquiries concerning application of this statement should be directed to the Director of Equity for the Davenport Schools.

FOR INTERNAL USE ONLY

Date Received _____	Directed to _____	Type : _____
		_____ Race/Ethnicity
		_____ Gender
		_____ Status
Complainant : _____ Student		_____ National Origin
_____ Parent/Guardian		_____ Religion
_____ Patron		_____ Age
_____ Employee		_____ Disability
_____ Other		_____ Sexual Orientation
		_____ Harassment
		_____ Appeal

WHEN YOU HAVE A CONCERN OR COMPLAINT

The Davenport Community Schools welcomes and encourages individuals to share their viewpoints and concerns regarding programming for pre-school through high school students in the district. A special procedure, detailed here, has been designed to fairly address concerns that involve district employees.

District Policy and Regulations

The procedure for filing concerns and complaints in the Davenport Community Schools is governed by School Board Policy 103.2 and Administrative Regulations 1032A, both entitled - *Complaints Against School Personnel*. Policies and Regulations may be viewed at the Board Secretary's office at 1606 Brady Street or in the Principal's office of any district school building. You may also access this information through our web site at www.davenportschools.org.

What to do first.

When you have a concern or complaint with a school district employee, it is always best to first discuss your concern with the employee involved. If this is either impossible or unsatisfactory, you may initiate a more formal complaint by contacting the employee's supervisor. You may call Human Resource Services at 563-336-3808 to find out who the supervisor is, if you do not know. If the supervisor determines that your complaint requires further review, you will be asked to complete a form designed to obtain the necessary information for reviewing complaints.

The process and appeal rights

The employee's supervisor will attempt to resolve your complaint by talking to you and the employee and determining the best course of action. If you disagree with the supervisor's decision, however, you have a right to appeal to the next supervisor. In fact, you may appeal to subsequent supervisors and to the Superintendent. If you are still unsatisfied after an appeal to the Superintendent, you may make a final appeal to the School Board.

Questions to answer

During the review process, the supervisor will ask you and the employee to answer the following types of questions:

What is the problem? Is it focusing on a person? Or is it focusing on an action by a person?

What is the history of the problem? How long have you had this concern or complaint? Has the action occurred once or many times? Has the action come from more than one person? Have you approached the person about whom you are complaining?

What change or remedy are you seeking? What do you request the district consider as a possible solution?

The next step

The supervisor will explain what he or she expects to do with your complaint. For example:

- How the employee against whom you are complaining will be contacted.
- If there will be another meeting involving you.
- When and how you can expect to hear back from the supervisor.

Resolution

The employee's supervisor will make every effort to resolve any problems you may have raised with your complaint. However, if you are unsatisfied with that resolution, you may appeal. The employee's supervisor will provide you with the name of the next supervisor in line to whom your complaint should be referred.

Complaint Forms

District complaint forms are available at each school site and building facility. Should you need a copy and cannot access one of our sites, or require assistance in completion of the forms, please contact:

Office of Assessment/Equity/Record Services
1702 N Main Street
Davenport, Iowa 52803

Phone: 563-336-3812

The Davenport Community School District ("DCSD") provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, ancestry, or actual or potential parental, familial, or marital status. DCSD will take affirmative action in recruitment, appointment, assignment, and advancement of women and men, members of diverse racial/ethnic groups, and persons with disabilities for job categories in which any of these groups of people are underrepresented. Inquiries related to this policy may be directed to the DCSD Director of Assessment, Equity and Record Services. Inquiries may also be directed to the Iowa Civil Rights Commission, the Region VII Office of the United States Equal Employment Opportunities Commission, or the Region VII Office of Civil Rights, United States Department of Education.