

COMPLAINT AND RESOLUTION PROCEDURE

I. PURPOSE

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

II. POLICY

It is the policy of Notre École 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 the Equal Employment Opportunity Policy and the Prohibition of Sexual, Religious, and Racial Harassment and Violence Policy.

B. Complaints by Students and Families

Students and/or families who have complaints regarding possible discriminatory practices are encouraged to follow the procedures outlined in the Student Parental, Family, and Marital Status Non-Discrimination Policy and the Student Sex Nondiscrimination Policy

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 procedures outlined in the Reporting Unethical or Illegal Activity Policy.

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 the Prohibition of Sexual, Religious, and Racial Harassment and Violence Policy.

VI. COMPLAINTS REGARDING BULLYING, CYBERBULLYING AND HAZING

Students and families who have complaints regarding possible instances of bullying, cyberbullying and /or hazing are encouraged to follow the procedures outlined in the Bullying Prevention and Response Policy and the Hazing Prohibition Policy 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. §124D.10 (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)