

Williamson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Appeals to the Board	Descriptor Code: 1.404	Issued Date:
		Rescinds: 1.404	Issued: 05/21/14

1 The Board desires that all matters be settled at the lowest appropriate level of responsibility. Complaints
 2 or concerns must advance through the proper procedure from the point of origin. The Board will only
 3 hear complaints or concerns over which it has authority.

4 Except as otherwise required by law, all complaints or concerns should be processed in accord with the
 5 following procedure:

- 6 1. Seek to resolve the matter with the teacher or other employee with whom exception is taken.
7
- 8 2. If the matter is not resolved to the satisfaction of the complainant, the next step is to appeal to
9 the principal or appropriate supervisor. The principal or appropriate supervisor may require
10 that the complaint be in writing.
11
- 12 3. If the matter is not resolved to the satisfaction of the complainant, the next step is to appeal to
13 the Assistant Superintendent of the appropriate grade level, or the Chief Academic
14 Officer/Chief Operations Officer, as appropriate. The Assistant Superintendent of the
15 appropriate grade level or the Chief Academic Officer/Chief Operations Officer may require
16 that the complaint be in writing.
17
- 18 4. If the matter is not resolved to the satisfaction of the complainant, the next step is to appeal to
19 the Superintendent of Schools. The Superintendent of Schools may require that the complaint
20 be in writing.
21
- 22 5. If after having followed the above steps there is still a desire to appeal to the Board, the matter
23 shall be referred in writing to the Superintendent of Schools.

Cross References

- School Board Meetings 1.400
- Public Hearings 1.401
- Agendas 1.403
- Anti-Harassment 5.500
- Complaints and Grievances 5.501
- Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
- Student Concerns, Complaints, and Grievances 6.305