

# Cedar Rapids Community School District

# COMPLAINT PROCESS

*Any staff member, student, student representative, or general citizen may file a formal complaint to report an alleged violation of a District policy or regulation, federal/state law or regulation, or discrimination.*

## IF YOU HAVE A CONCERN

### You should:

- Attempt to resolve the complaint informally. If needed, then:
  - Obtain complaint procedures/forms from the Human Resources Office or online at <http://www.cr.k12.ia.us/aboutUs/BoardOfEd/supportDocs/Complaint%20form%204.pdf>
  - File a written complaint, according to the procedures form
  - Provide additional information as needed

### The District will:

- Attempt to resolve the complaint with the assistance of appropriate personnel
- Track and monitor the complaint
- Follow the complaint procedures
- Notify parents, employees, committees, students, and other interested parties annually of complaint procedures, including opportunity for appeal.

Complainants may appeal to the next level of procedures and pursue other administrative or judicial remedy at any time.

### Confidentiality

Investigations of discrimination shall be conducted with an appropriate level of confidentiality for all parties and acts.

### Anonymous Complaints

District policy protects complainants and whistle blowers from retaliation. As anonymous complaints cannot be thoroughly investigated, the District reserves the right to decline to investigate any complaint received anonymously.

Complaint procedures are outlined in Cedar Rapids Community School District Regulation 211.1, 211.1a, 511.1, 511.1a, 611.1, and 611.1a. All documents are available online at [www.cr.k12.ia.us](http://www.cr.k12.ia.us)



**Cedar Rapids  
Community School District**

*Excellence for All*