

CLARK COUNTY SCHOOL DISTRICT REGULATION

1213.1

PUBLIC CONCERNS

The following is the proper procedure to be utilized by persons who have concerns:

I. INFORMAL RESOLUTIONS

It is vital that every effort is made to resolve concerns as expediently as possible. Individuals with a concern must be afforded an opportunity to confer with the employee(s) and/or supervising staff member(s) to resolve their concern in an informal manner as quickly as possible. It is the responsibility of the site administrator to advise the individual expressing the concern of the district's procedure to resolve concerns and to assist them in obtaining a Public Concern form, if the person expressing the concern so desires.

II. FORMAL RESOLUTIONS

A. Submitting the Concern

Concerns that are not resolved informally may be submitted in writing, attached to the Public Concern Form (CCF-660), signed by the person having the concern. The person completing the form must mail or deliver the form and concern to:

Public Affairs, Clark County School District
2832 E. Flamingo Road, Las Vegas, Nevada 89121.

B. Receipt of Acknowledgement

Upon receiving the form, the Clark County School District will:

1. Assign a tracking number to the form,
2. Date the form the day it is received.
3. Indicate the date by which the person submitting the concern may expect to receive a response from the district,
4. Indicate which administrator is responsible for responding to the concern,
5. Send copies of the concern to the person assigned to respond and his or her immediate supervisor, and
6. Send an acknowledgement of receipt of the concern and a copy of the Clark County School District Public Concern Policy 1213 and Regulation 1213.1 to the individual filing the form within two (2) working days.

C. District Response

1. Initial Consultation

Upon receipt of the concern, the supervising administrator shall consult with the person filing the concern to discuss the nature of the concern. A consultation shall be held within three (3) school days of the date the concern form is received by the district, unless the person filing the concern agrees to a delay. This consultation shall be conducted in an informal manner and shall allow the persons involved the opportunity to present their facts and identify the resolution sought.

2. Investigation

The administrator will conduct a thorough investigation in order to respond to the concern within eight (8) school days of the district's initial receipt of the concern at the Public Affairs Office, unless the person filing the concern agrees to a delay. If an employee is the focus of the concern, the employee shall be made aware of the specific concerns and given the opportunity to comment, explain, and present facts in response to the concern.

3. Administrator's Response

The administrator's response to the concern shall be in writing and contain his or her recommendation for resolving the issue. Copies of the response shall be provided to all parties involved, and a copy shall be sent to the Public Affairs Office to be filed with the original form.

If the initial written response is satisfactory, no further contact with the district is necessary on the part of the person filing the concern.

D. Appealing the Response

1. Notification of Appeal

If the response is unsatisfactory, the person filing the concern has the option of contacting the district's Public Affairs Office (799-5005), within five (5) working days of receiving the administrator's response, to advise that the concern is still not resolved. The Public Affairs Office will then notify the next appropriate administrator in the chain of command that the concern is still unresolved and advise the individual with the concern of who that administrator is. From the date of that notification, that administrator will have five (5) working days within which to provide a decision on the matter. If the second administrator's written response is satisfactory, no further contact with the district is necessary on the part of the person filing the concern.

2. Additional Appeals

If the second administrator's written response is also unsatisfactory, the concern may continue to be referred up the chain of command in the same manner, with the same five (5) working day time lines, until it reaches the superintendent.

3. Superintendent's Resolution

The superintendent may either issue a final decision in the matter, or refer the concern to an independent mediator. The final decision by the superintendent will be provided within ten (10) working days of the date the concern is referred to the superintendent.

- III. The regional superintendents are responsible for making sure the Public Concern Form (CCF-660) and this regulation are available to each parent at every facility and must ensure that principals, office staff, and teachers understand the procedure. The final resolution shall be on file with the original form and a copy distributed to the appropriate board member.
- IV. Nothing contained in this regulation shall prohibit the superintendent or his designee from investigating any matter brought to the attention of the superintendent at any level during this process.
- V. The Board of School Trustees does not have the authority to discipline employees. Discipline is a right reserved to the superintendent and other administrators in accordance with the applicable negotiated agreements, laws, board policies and regulations.

This regulation shall not be used for the implementation of employee discipline. Employee discipline will be in accordance with the applicable provisions of state law, board policies and regulations pertaining to personnel, and the appropriate negotiated agreement.

- VI. Disciplinary proceedings are a personnel matter and should not be a topic for public discussion. Disciplinary action, if any, is a matter between the employee and the supervising administrator and will not be made public. In a like manner, concerns expressed by the community shall be kept in confidence and the names of students and parents and the circumstances of the concern shall not be discussed with individuals not directly involved in the concern. Under no circumstances may an employee take any retaliatory action against a student or single out or ridicule a student because a public concern has been filed. Employees may not discuss public concerns with a student unless done so as part of the investigation in the presence of the parent, unless waived, and the investigating administrator.

- VII. Individuals with concerns about actions of the superintendent should meet with the superintendent and attempt to resolve the concern.

The individual with the concern about the superintendent should contact the trustee representing the individual's district to discuss the concern and seek resolution of the concern. If resolution is not reached, the concern may be brought to the attention of the president of the Board to discuss the concern and seek resolution.

After reviewing the concern with the superintendent and the person filing the concern, the Board president may schedule a hearing with the superintendent and the full Board.

- VIII. This regulation is not intended to constitute a complaint procedure for employees or employee associations.

Review Responsibility:	Administration
Adopted:	[1312:7/11/63]
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