

TOPEKA PUBLIC SCHOOLS	REGULATION NO. 4060-01
SUBJECT: DOCUMENTATION OF COMPLAINTS CONCERNING CIVIL RIGHTS	DATE OF ISSUE: 06/18/80
	REVISIONS: 02/11/91; 09/19/02; 03/07/08; 09/03/20; 06/01/23
	PREPARING OFFICE: HUMAN RESOURCES

I. PURPOSE:

To establish the procedures for the handling of all complaints concerning civil rights, except as otherwise provided in Board Policies 4065, 8110, and 2050.

II. RESPONSIBILITY:

- A. Civil rights complaints received in writing or orally shall be directed to the general director of human resources.
- B. The confidentiality of complaints shall be maintained unless needed to investigate and prepare a response to the complaint.
- C. All complaints received will be referred immediately by the general director of human resources to the general counsel.
- D. After consultation with the superintendent an action plan for handling the complaint will be developed cooperatively between legal counsel and the appropriate district administrator.

III. DOCUMENTATION:

- A. Documentation concerning the complaint will be compiled by the appropriate division and presented to the general counsel.
- B. A sequential summary will be prepared of all the incidents pertaining to the complaint including:
 - 1. The date and by whom the summary is prepared.
 - 2. The date(s) the incident(s) occurred.
 - 3. Description of the occurrence.

4. **A list of all documentation available to support the incident(s). This documentation should be attached to the summary and should include e mail and other electronically stored data.**
 5. **Indication of where the original documentation is stored. Pertinent e-mail and other electronically stored data shall be secured and not automatically deleted while the complaint is pending.**
- C. Documentation will be attached to the summary. All supportive material must indicate the date and by whom prepared.**
- D. Once the summary and all documentation have been compiled, three full sets shall be provided to the general director of human resources. One of these copies will remain in the general director's office, one set will be provided to the superintendent's office, and one copy will go to the general counsel.**