

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

The School Board believes in the fundamental principle that the schools exist primarily for the students. Consistent with that principle, complaints concerning school personnel should be reviewed as an opportunity for community members and school officials to work together to resolve issues of concern in a manner that is both responsive and responsible.

The Board places trust in its employees and desires to support their actions in such a manner that employees are free from unnecessary, spiteful, or negative criticism and complaints. Public concerns and complaints about school personnel should be handled in a timely manner for the benefit of students, parents and staff.

An individual employee who is the subject of a complaint shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment and presentation of the facts as he/she sees them.

Any person with a school-related complaint concerning a school employee is encouraged to meet directly with that employee to resolve the complaint. If this is deemed inappropriate because of the nature or severity of the complaint, the person may request a conference with the Principal/immediate supervisor to discuss the complaint. The Principal/immediate supervisor or his/her designee will be responsible for investigating the complaint and for communicating with the person making the complaint. Complaints beyond the Principal/immediate supervisor level shall be submitted in written form.

If a complaint is made directly to a Principal/immediate supervisor and not the employee, it should be made in writing stating the issues and supporting facts.

Whenever a complaint is made directly to the School Board as a whole or to a Board member as an individual, it will be referred to the Superintendent who will direct the complaint to the appropriate Principal/immediate supervisor.

Complaints will be investigated by the employee's Principal/immediate supervisor, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf.

If the investigator is unable to affect a satisfactory resolution of a complaint, he/she will inform the Superintendent in writing. If the person bringing the complaint is not satisfied with the resolution, he/she can appeal in writing to the Superintendent.

The Superintendent/designee will investigate the matter and take appropriate action, including communication with the person making the complaint. If the person making the complaint is not satisfied with the resolution of the complaint, he/she may request the Superintendent to forward the complaint to the School Board.

When a complaint is brought forward to the school board, the Board will make a decision on whether or not a formal hearing is required.

First Reading: April 1, 2015
Second Reading & Approval: May 6, 2015