

COMPLAINTS CONCERNING SCHOOL PERSONNEL/INSTRUCTIONAL MATERIALS SCHOOL PERSONNEL

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its task more effectively.

The Board trusts its employees and desires to support their action in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

The administration shall establish procedures for handling complaints when they are received.

The normal channel for complaints concerning school personnel shall be from complainant to employee to principal to superintendent to Board. Every effort will be made to satisfy the complainant at the earliest possible stage. Complaints not resolved at the point of origin must be submitted in writing before further processing.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the superintendent, who will request a written statement of the complaint from the complainant as a basis for study and possible solutions. The individual employee involved will be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he sees them.

No hearing shall be held by the Board on such a complaint without the Board first having received from the superintendent his written report concerning such complaint, such report to include, but not be limited to, the following:

1. The name of each employee involved.
2. A brief, but specific, summary of the complaint and the facts surrounding it sufficient to inform the Board and the employee of its precise nature, and to allow the employee to prepare a defense.
3. A true copy or the signed original of the complaint.
4. A summary of the action taken by the superintendent that includes his specific reasons why effective disposition at the superintendent's level is infeasible.