

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

It is the policy of the school board to acknowledge any parental/guardian concerns as a valuable tool to improve and maintain the highest standards of academic excellence and a respectful environment.

A. Complaints about a Staff Member Made Directly to the Building Administrator

Whenever a parental/guardian complaint about a staff member is made to the building administrator and he/she deems it necessary, he/she will request that the parent(s)/guardian speak directly to the staff member in order for the problem to be resolved between the two parties.

Following such a meeting, if the parties are unable to resolve their dispute, the building administrator will request that the parent(s)/guardian put their concerns in writing. The building administrator will meet with the staff member alone, or together with the parents/guardian to attempt to reach a resolution.

Should there be no resolution at the building level, the parent(s)/guardian may submit their concerns in writing to the superintendent of schools. He/she will meet with the parent(s)/guardian and work toward a resolution.

If the parent/guardian is dissatisfied with the superintendent's handling of the situation, the parent(s)/guardian may request a meeting with the school board.

B. Complaints about a Staff Member Made Directly to the School Board

Whenever a parental/guardian complaint about a staff member is made initially to the school board as a whole, the complaint shall be referred back to the school administration for review according to the procedures listed above.

Whenever a parental/guardian complaint is made about a staff member to an individual school board member, the school board member will refer the complaint to the school administration for review according to the procedures listed above. It should be noted that a conversation with an individual school board member does not constitute a formal complaint.

Although all complaints should be made in writing, it is understood that on occasion, a parent/guardian might be uncomfortable with a written statement. In addition, some parents/guardian may wish anonymity. In either case, the administration will apprise the employee of the content of the complaint, and give the staff member an opportunity for explanation, comment, and presentation of the facts as he/she sees them.

Staff members will be informed of information related to parental/guardian complaints that are placed in their personnel files.

Adopted 2000
Adopted 2013
Reviewed 2015

