

## COMPLAINTS ABOUT SCHOOL PERSONNEL

The Board of Education believes that complaints about district personnel should be resolved by the individuals closest to the concern. Staff should be given every opportunity to consider issues and attempt to resolve problems. Therefore, any individual who has a complaint about district personnel should present the complaint to the following persons in the following order:

1. Staff member who is the subject of the complaint.
2. Principal [*school matters*] or Supervisor [*operations matters*].
3. Director [*school matters*] or Business Administrator [*operations matters*].
4. Superintendent of Schools.
5. Board of Education.

The Board expects prompt and considerate treatment by district personnel of all persons making complaints.

If an individual Board member receives a complaint, he/she will refrain from expressing any judgment about the complaint but will instead inform the complainant of this policy and refer the complainant to the appropriate staff member or to the Superintendent. The Superintendent will, in turn, refer the complainant to the appropriate staff member for resolution of the complaint.

The Board will not permit discussion of individual district personnel at its meetings, unless and until the Superintendent and the complainant have discussed the matter and attempted to resolve any complaint.

Adoption date: December 8, 2009