

COMPLAINTS CONCERNING SCHOOL PERSONNEL/INSTRUCTIONAL MATERIALS

School Personnel

The normal channel for complaints concerning school personnel shall be from complainant to employee to principal and/or supervisor 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 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 sees them.

If it appears necessary, the superintendent, the person who made the complaint, or the employee involved may request a public or executive session of the board for fuller study and a decision by this body. All parties involved, including the school administration, shall attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues.

No hearing (subject to the exception * - hereinafter), whether in executive session or in public, shall be held by the board on such a complaint without the board first having notified the employee and 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.

(*Exception: Any written complaint forwarded to the board, whether by the district administration or otherwise, which meets the informational requirements of subparagraphs 1 and 2 above, and which further contains within it specific allegations of (a) prior submission of the complaint in the same or similar form to the superintendent, and (b) the failure or refusal of the superintendent to effectively dispose of the complaint, shall, subject to board agenda requirements, be heard by the board at its next regularly scheduled session or any other session scheduled for the purpose

of such hearing).

Administration Help to the Public:

The administration shall cooperate with the complainant and aid in the preparation of any formal complaint, so as to quickly and easily meet the informational requirements of these rules.

Copies

of these rules shall be made freely available.

Instructional Materials

The following procedures have been established for receiving, considering, and acting upon written complaints regarding instructional materials.

All complaints must be presented in writing to the building principal and include the name of the author, title, publisher, and objections by pages and items. For other than printed material, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified so that a proper reply will be possible. A form developed by the administration may be used for this purpose.

When a complaint is received, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the superintendent of schools and any staff members involved. The superintendent of schools will determine whether the complaint should be considered an individual request or if a review committee should be activated to reevaluate the material.

An individual student may be excused from using challenged materials after the parent or guardian has presented written complaint. The teacher will then assign the student alternate materials of equal merit.

The review committee shall be under the direction of the superintendent and composed of the principals and elementary supervisor. Staff members involved or people who have expertise in the challenged materials may be asked to testify.

The use of challenged materials by class, school, or district shall not be restricted until final disposition has been made by the review committee, but individuals may be excused from using challenged materials.

In its deliberations, the review committee shall consider the educational philosophy of the school district, the professional opinions of other teachers of the same subject, and of other competent authorities, review of the materials by reputable bodies, the teacher's own stated objectives in using the materials, and the objections of the complainant.

The findings of the review committee shall be written and transmitted to the superintendent of schools and other interested parties.

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