

BOARD OF DIRECTORS

Complaints Before the Board

A. Complaints by or about Personnel

Communications and complaints from personnel shall first be brought to the attention of the superintendent of schools before being brought before the Board of Directors.

Personnel desiring to address the Board on any matter shall direct their communication to the superintendent of schools, and not to the individual members of the Board (except that copies of any communication to the superintendent may be sent to all members.)

Complaints against any employee which arise from within the membership of the Board, or which come to the attention of the Board, except through the superintendent, shall be referred to the superintendent of schools for investigation and action.

In case either the employee or the complainant is not satisfied with the action of the superintendent, appeal may be taken to the Board. No anonymous complaint shall be considered by the Board in any manner.

B. Citizens' Complaints

Whenever a citizen has a complaint about the action of any employee, such citizen should be advised to first address the concern to the employee. If satisfaction is not reached, the citizen may give information to the employee's immediate supervisor. If the matter is not resolved, the appeal process will follow this order:

1. Other supervisory or administrative personnel in line of responsibility;
2. The superintendent of schools;
3. The Board of Directors.

The Board of Directors shall strongly encourage citizens to follow this chain of appeal.

No appeals will be heard by the Board of Directors, and no charges against the employees will be investigated or acted upon by the Board, unless they are reduced to writing, signed by the party bringing them, and presented to the Board through the superintendent of schools.

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