

FINAL DRAFT (#4) /REVISION (5/29/18)

B11 has been approved by the CCSU board, Danville Board, Caledonia Cooperative Board, and Peacham Board. B11 now goes back to the CCSU board for final approval.

PUBLIC COMPLAINTS ABOUT PERSONNEL

Policy

It is the policy of the Caledonia Central Supervisory Union and its member School Districts to see that complaints about school personnel are considered in a timely manner that is fair to all parties. The District places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or unjustified criticism or complaints.

Resolving Complaints

The complainant shall be encouraged first to bring a complaint to the individual concerned. If the problem cannot be resolved with the individual concerned, it should be brought to the attention of the immediate supervisor or administrator. The complaint should be provided verbally or in writing stating the issues and supporting facts. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

If the issue is not resolved by involvement of the immediate supervisor, the complainant may refer the issue to the Principal for his or her review and decision. In the event the Principal's review does not lead to a satisfactory resolution, the complainant may submit the issue to the Superintendent for review and decision.

Below are some examples of parental concerns that would be redirected back to the faculty or staff member and examples that might require an administrative investigation. It is the administration's duty to determine if an investigation is warranted. Administrators will consult with the superintendent on any matter that may require licensing action, policy violation and violations of law as outlined in section B.

Chain of Command-Addressing parent concerns/complaints:

A) *Parental concerns that would be redirected back to the faculty or staff member involved may include **but are not limited to**:* Questions about grading, assignments, question about the classroom, student progress, student behavior, academic concerns/supports, 504 and IEP implementation, field trips, fundraising.

B) *Parental concerns that would not be redirected to the faculty or staff member to deal with that may warrant an administrative investigation may include **but are not limited to**:* Any matter that may require disciplinary action- for example violations of state law, and school board policy. Any actions that may physically or emotionally harm, or threaten a child's safety or well-being. Any report of child abuse or neglect.

Preliminary review. The building administration and/or direct supervisor will conduct a preliminary review of a parent /student complaint as outlined in section B. The administrator will present the information from the review to the superintendent. The superintendent or his/her designee will determine if a formal investigation is warranted.

Is important to understand that an investigation does not mean that the faculty or staff member has committed the act. An investigation is necessary for the safety and well-being of the child and the faculty and staff member, as well as the integrity of the organization. It is crucial that the communities we serve have trust and faith in the school systems that serve their children. It is equally important that faculty and staff understand that there is a fair and thorough investigative process that will get to the truth of any allegation that is brought forth. This allows management to clearly articulate to the family what actually occurred. Allowing a faculty or staff member to investigate an allegation into their own conduct would be negligent.

In cases of alleged discrimination, the complainant should follow the procedures accompanying anti-discrimination policy (A4).

Appeal to the Board

If the above steps do not resolve the concern of the complainant, he/she may request a session of the Board for the purpose of reviewing the Superintendent's decision. If the School Board decides to hear the request of the complainant, it shall invite all parties involved including the appropriate school and supervisory union administrators to attend a meeting for purposes of presenting facts, making further explanations, and clarifying the issue. The Board shall conduct such meetings in a fair and just manner and shall render a decision.

It is the intent of the Board that the rights of employees under collective bargaining agreements and Vermont law be protected through the administration of this policy.

Date Warned: 11/20/2015–Danville, 11/20/2015-Walden, 12/03/2015, 12/30/2015-Barnet, 12/03/2015-Peacham, 11/06/2015-CCSU

Date Adopted: 12/01/2015-Danville, 12/01/2015-Walden, 01/11/2016-Barnet, 12/14/2015-Peacham, 11/19/2015-CCSU

Legal Reference(s): 16 V.S.A. §1752 (Suspension, dismissal)

1 V.S.A. §§310 et seq. (Open meetings)

16 V.S.A. § 1699 (Reports of alleged unprofessional conduct)

16 V.S.A. §1698 (Causes for licensing action)

Cross Reference: Board Commitment to Non-discrimination