

## R 9130 PUBLIC CONCERNS

### Introduction

- A. The district is committed to prompt and equitable resolution of citizen concerns about the operation of the school district. Ordinarily, a person registering a concern will be entitled to a response within ten (10) work days at each level of the process and an appeal from one level to the next will be filed within ten (10) work days of receiving a response. A “work day” is a day that school is in session for pupils. During the extended summer break, a person registering a complaint will be notified of the expected timeline for response, recognizing that most administrator vacations are scheduled during the summer break.
- B. In the event of dissatisfaction with the performance of a staff member, the person raising the issue is encouraged to contact the staff member directly in an effort to resolve the matter informally. If the concern arises at the school level, and is not about a specific staff member, it will be filed directly with the appropriate principal. District-level issues may be filed directly with the **Assistant Superintendent or designee**. Uncertainty about where to submit a written complaint will be resolved by the **Assistant Superintendent or designee**.
- C. Anonymous complaints will not be processed under this regulation.

### School Level

- A. If a problem concerning employee performance cannot be resolved with the staff member, or involves a matter other than staff member performance, it may be submitted in writing to the appropriate Principal. The Principal will provide the staff member who is the subject of a concern with a copy of the written submission. If the Principal determines that a concern might influence the evaluation of an employee who is a member of a district bargaining unit, the matter will be processed in accord with the appropriate contract procedure and the process described in this regulation will not be used. All other concerns will be processed as follows.
- B. The Principal will gather relevant information, make a finding of facts and respond in writing. The principal may elect to convene a meeting of the parties to the matter prior to providing the written response. The Principal has the option to engage the assistance of other administrative or supervisory staff to investigate the issue. In particularly serious matters, the Principal may request that the Assistant Superintendent provide extraordinary assistance with the investigation, including the help of legal counsel.

### Assistant Superintendent Level



If the person raising the issue is not satisfied with the principal's response, the matter may be submitted in writing, with the principal's response attached, to the Assistant Superintendent of Schools. The Assistant Superintendent will investigate and submit a written response to the originator of the concern, the Principal, and any other staff member involved. The Assistant Superintendent is authorized to seek any investigative assistance deemed necessary.

## Superintendent Level

If the person raising the issue is not satisfied with the Assistant Superintendent's response, the matter may be submitted in writing, with previous responses attached, to the Superintendent of Schools. The Superintendent, or designee, will investigate, confer with the parties as appropriate and provide a written response.

## Board Level

If the matter continues to be unresolved, the originator of the concern may submit the matter in writing, with all previous responses attached to the Board of Education. The President may assign a panel of three Board members to hear the complaint or convene the full Board to hear the Complaint. Hearings held under this provision will be held in closed session, will be informal and focused on an effort to find a satisfactory resolution. If a panel of the Board hears the matter, the panel will submit a recommended resolution to the full Board. The Board action will be in the form of a motion adopted by a majority of the Board members present and voting, to the extent that a resolution can be drafted without prejudice to the privacy rights of pupils or staff. In any case in which the disclosure of the specific actions taken to resolve the matter would violate the privacy rights of students or staff, the matter shall be resolved by Board consensus in closed session. In either case, the originator of the concern shall be notified of the Board's decision in writing. The Board's decision will be final.

## Limits of Regulation

It is recognized that there may be circumstances where a citizen is unwilling to submit a written statement of concern and/or participate in a meeting with one or more members of the staff. Such a reluctant citizen may not make use of the procedures set forth in this Regulation. But this Regulation does not relieve an administrator who has received an oral, but apparently credible, expression of concern alleging improper conduct by a staff member from the responsibility to conduct an independent investigation to determine whether improper conduct did occur and, if so, whether there is sufficient evidence to support appropriate corrective action.

Adopted: 15 January 2013

Revised:

