

8000 Public Grievances

Any person or group having a legitimate interest in the school may present a request, suggestion, or complaint concerning school personnel, the educational program, instructional or resource materials, or the operations of the school. The Board directs the establishment of procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect school personnel from unnecessary harassment.

When a Board member is confronted with an issue, he/she will withhold comment, commitment and/or opinion and refer the complaint or inquiry to the Executive Director, who shall review the complaint according to established procedures.

Only in those cases where satisfactory adjustment cannot be made the Executive Director and the staff shall communication and complaints be referred to the Board.

Any misunderstandings or disputes between the public and school staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed.

The Executive Director shall establish procedures for the hearing of requests and complaints regarding school personnel, the education program, instructional and resource materials, and the operation of the school. Procedures will be governed by the following guidelines:

1. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties.
2. A matter than cannot be resolved informally may be appealed at successive levels of authority, up to and including the Grievance Committee and the Board of Trustees.
3. The complaint and its immediate resolution will be reduced to writing at the first and at each successive level of appeal.
4. A reasonable period of time, not to exceed ten working day, will be permitted for the filing of an appeal in writing at each successive level. A decision, at each level of appeal must be rendered in writing no later than fifteen working days after the appeal is filed, except that the Board shall have thirty calendar days to make its decision.
5. In the case of complaints about instructional or resource materials, the initial complaint, must set forth in writing the author, title and publisher of the materials as well as those specific portions of the material or the work to with objection is taken; the complainant's familiarity with the work; the reason for the objection; and the use of the work in the school. The Executive Director shall appoint a committee of professional staff members and community representative to review the challenged material against the standards for the selection of resource materials established Board policy. The committee will report its finding to the Board. No challenged material may be removed

from the curriculum or from a collection of resource materials except by action of the Board of Trustees, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to be removed material will be accompanied by the Board's statement of its reasons for the removal.

6. A complainant shall be notified that a decision of the Board may be appealed to the Commissioner of Education.

Adopted: 5/7/12