

COLCHESTER SCHOOL DISTRICT

POLICY: PUBLIC COMPLAINTS ABOUT PERSONNEL

DATE ADOPTED: March 7, 2023

POLICY STATEMENT

The Board seeks to ensure that concerns and complaints regarding school personnel are resolved in a timely, respectful, and appropriate manner.

IMPLEMENTATION

Concerns and complaints should be resolved at the lowest level possible within the structure of the District. Individuals are encouraged to first bring a complaint or concern to the attention of the individual staff member. If the concern or complaint is not satisfactorily resolved with the individual staff member concerned, it should be brought to the attention of the staff member's immediate teacher/supervisor or administrator. Whenever possible, the complaint shall be in writing stating the issues and supporting facts. As appropriate, the individual staff member shall be advised of the nature of the complaint, shall be given an opportunity for explanation, comment, and presentation of the facts as they see them. Where appropriate, administrators should consult any applicable collective bargaining agreement or School District policies and/or procedures.

If the immediate supervisor or administrator does not resolve the complaint or concern, the complainant may refer the matter to the Superintendent for their review and decision.

When a concern or complaint is brought directly to the School Board or an individual Board member, it shall be referred to the Superintendent. The Superintendent will involve the immediate supervisor or administrator in the resolution.

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

An adopted procedure accompanies this policy detailing the informal and formal procedures for responding to complaints from the public.

Last Adopted: October 2, 2012
Date Warned: September 30, 2022
First Reading: October 4, 2022
Second Reading: March 7, 2023

COLCHESTER SCHOOL DISTRICT
COMPLAINTS FROM THE PUBLIC FORM

INSTRUCTIONS:

This form is to be completed when filing a formal complaint, including complaints filed by members of the public under the American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Educational Amendments Act of 1972. Please print or type.

Within three (3) work days after receipt of your complaint you will be contacted by the Principal or Supervisor to set up a meeting to discuss your complaint, if such a meeting has not already occurred. When possible, this meeting will be scheduled within ten (10) days of receiving this completed form.

The Principal or Supervisor will respond in writing within ten (10) work days of the receipt of the complaint or the date of the meeting, if any. The Principal or Supervisor may extend the timeline for no more than ten (10) additional days if necessary and will contact the complainant regarding the extension.

SECTION I: To be Completed by Person Filing Complaint

Name of Person Filing Complaint, Home Phone, Work Phone

Address

Student Name (if applicable), Grade of Student

State Complaint (attach additional sheets if necessary)

Action Requested (attach additional sheets if necessary)

Complainant's Signature

Date

SECTION II: To be completed by the Principal or Supervisor

Date Received Initials: _____

Date Contact Made: _____

Date of Meeting: _____

Action on Complaint: ☐ Granted ☐ Denied

Reason (must be completed if denied):

Signature, Principal or Supervisor *Date*

If you wish to request a review of the decision of the Principal or Supervisor, you may do so by forwarding this form (with Sections I and II completed) with a note explaining your reason for disagreement and forward it to the Superintendent at the Colchester School District under the timelines noted.