

POLICY NO. 1360
Adopted: 2-14-79
Replaced: 1-27-99

COMPLAINTS CONCERNING STAFF OR PROGRAMS

POLICY:

Constructive criticism can be helpful to the District. At the same time, the Board has confidence in its staff and programs and shall act to protect them from unwarranted criticism or disruptive interference. Complaints received by the Board or a board member shall be referred to the Superintendent or designee for investigation.

The Superintendent or designee shall develop procedures to handle complaints concerning staff or programs. Complaints regarding instructional materials should be pursued in the manner provided for in policy.

Legal References:

RCW 28A.405.300 Adverse change in contract status of certificated employee--
Determination of probable cause--Notice--Opportunity for hearing

42.30 Open Public Meetings Act

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PROCEDURES:

Most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with the citizen and the staff member.

The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above.

- A. If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint with the Superintendent or designee that describes the problem and a suggested solution. The Superintendent or designee should send copies to the principal and staff member.
- B. The principal and staff member shall respond to the Superintendent or designee in writing or in person.
- C. The Superintendent or designee shall then attempt to resolve the matter through a conference with the citizen, staff member, and principal.
- D. If the matter is still not resolved, the Superintendent or designee shall present the issue to the Board. If the complaint is against a staff member, the complaint shall be handled in Executive Session in the presence of the staff member. The Board shall attempt to make a final resolution of the matter. Any formal actions by the Board must take place at an open meeting. If such action may adversely affect the contract status of the staff member, the Board shall give written notice to the staff member of his/her rights to a hearing.