

KEB - PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, EMPLOYEES, STUDENTS OR ADMINISTRATION

Category Recommended- While these policies are not required by law, they are highly recommended for effective school board operations.

See Also BEDH, KE

Any complaint presented to the Winchester School Board about school personnel, employees, students or administration, will be referred back to the Superintendent of Winchester. The Board will not hear or review complaints until such complaints have first been brought forth through the appropriate and applicable administrative procedures and the Superintendent of Winchester or his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint, which will interfere with its ability to serve as an impartial tier of fact in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the District under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the Superintendent of Winchester, the individual who is the subject of the complaint may be advised of the nature of the complaint and may be given an opportunity for explanation, comment, and presentation of the facts. The Superintendent of Winchester shall seek to resolve the matter and report to the Board.

Complaints about the Superintendent of Winchester may be made directly to the Board through the Clerk, but only after reasonable efforts have been made by the complaining party to resolve their complaint directly with the Superintendent of Winchester. The Board may, to the extent it is appropriate, advise the Superintendent of Winchester of the nature of the complaint, and may give the Superintendent of Winchester an opportunity for explanation, comment, and presentation of facts.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent of Winchester for investigation. The Superintendent of Winchester may delegate the investigation to a Principal or other administrator.
2. If the member of the public will not personally present the complaint to the Superintendent of Winchester or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent of Winchester for investigation.
3. If the person making a complaint believes that a satisfactory reply has not been received from the Superintendent of Winchester, he or she may request that the Board hear the complaint. The Board will hear and act upon the complaint only by majority vote. The Board may decline to act on any complaint, which, in its sole judgment, would interfere with the Superintendent of Winchester ability to properly administer the district. If the Board does hear and act upon the complaint, all Board decisions shall be final.
4. If the Board decides, in accord with Paragraph Three, to hear and act upon a complaint that pertains to personnel, employee, student or administrative matters, it shall determine whether the complaint shall be heard in public or non-public session in accord with RSA 91-A:3 and the laws pertaining to student and family privacy rights. The Board shall also determine whether it is appropriate to inform the individual who is the subject of the complaint of the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of the facts to the Board.
5. If the Superintendent of Winchester is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in accord with RSA 91-A: 3. The Board may, to the extent it is appropriate, advise the Superintendent of Winchester of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of the facts.

Reviewed: October 2004
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