

COMMUNITY RELATIONS

Public Activities Involving Staff, Students or School Facilities

Relations between Public and School Personnel

Complaints Concerning School Personnel or Relating to Schools

1. The School Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful and negative criticisms and complaints.
2. Whenever a complaint is made directly to the School Board as a whole or to a Board member as an individual, it shall be referred to the school administration for study and possible resolution.
3. Though the School Board does not insist that administration advise the employee concerning every complaint, the School Board does expect that the Superintendent of Schools will use appropriate judgment to determine when a complaint is of such serious nature that the employee should be advised. Care shall then be taken to avoid possible persecution or harassment of employees.
4. Whenever a complaint is of such nature that a record or notation is to be made in the individual's file, or if it is of such consequence that it will reflect upon the person's evaluation, he shall be notified and permitted to respond. A copy of the notation placed in the file shall be provided for the employee.
5. If a complaint is taken to the School Board, it shall automatically be considered of such importance that the person making the complaint will place it in writing and affix his signature. If he refuses to do so, it shall be placed in writing by the administration and certified as being the individual's statement. The School Board will turn the matter over to the administration for investigation and appropriate follow-up.

Hearsay and rumors, as well as emotional feelings, shall be discounted.

The Superintendent of Schools shall refuse to take anonymous phone calls or complaints and is under no obligation to issue public statements on reports or charges based on hearsay or rumors.

6. If, in the judgment of the administration, the School Board shall be advised further as to the matter which deals with personnel, the individual concerned may request an executive session with the School Board for discussion and possible resolution insofar as it may bear upon personnel matters that are not of a public nature.
7. Constructive criticism of the schools is welcome, through whatever medium, when it is motivated by sincere desire to improve the quality of an education program and to equip the public schools more effectively for the task they are designated to perform. Such criticism can be most valuable when it represents the considered recommendation of public-spirited citizens and organizations who have studied all pertinent facts. Constructive criticism should be investigated.

All school personnel should be attuned to public and community views to detect such constructive criticism and transmit it to the Superintendent of Schools for useful purposes. Principals should encourage teachers to report constructive criticism and complaints promptly, and to assist in arriving at conclusions relative to the merits of such constructive criticism, so that appropriate action may be taken.

8. Complaints and constructive criticism should be communicated to the Superintendent of Schools in order to keep him informed of potential problems and pressures that affect the interests of the school district.

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GDM:mja

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