

WESTPORT CSD POLICY 3232

COMPLAINTS ABOUT SCHOOL PERSONNEL

The Westport Central School District Board of Education believes that complaints about district personnel should be resolved by the individuals closest to the concern and as close to their origin as possible.

Staff should be given every opportunity to consider issues and attempt to resolve problems.

If the matter is not settled satisfactorily with the staff member, the complainant shall then contact the Principal. If there is no resolution at the Principal's level, the complainant shall then submit the complaint in print or email to the Superintendent. If there is no resolution at the Superintendent's level, the complainant shall then submit an appeal in print or email to the District Clerk, who will, in turn, share the appeal with the entire Board of Education.

The Board expects prompt and considerate treatment by district personnel of all persons making complaints.

Board or Board Member Response to a Complaint about School Personnel

If an individual Board member or the Board as a whole receives a complaint, the Board member (or Board) will refrain from expressing any judgment about the complaint but will instead inform the complainant of this policy.

The Board will not permit discussion of individual district personnel at its meetings, unless and until the Superintendent and the complainant have discussed the matter and attempted to resolve any complaint.

In the event a complainant submits a written appeal to the Board of Education via the district clerk, the Board will meet in executive session at an upcoming regular monthly meeting to discuss that written appeal matter and/or to receive and discuss advice of counsel associated with that appeal matter. There is no expectation the Board will engage face-to-face with the complainant in executive session.

First reading:	December 14, 2017.
Second reading:	January 11, 2018.
Adopted:	January 11, 2018
Corrected:	February 8, 2018