

Community/Teacher Complaints or Charges Against Management or Confidential Employees

Any serious charge or complaint concerning management or confidential personnel should be reported immediately to the individual by the Superintendent upon receiving the complaint, and every effort should be made to resolve that charge or complaint at the administrative level. In those cases where administrative resolution is not possible, and to ensure due process, the matter may be channeled to the Board of Trustees or a committee thereof for a hearing in accordance with the following procedure:

1. The complainant shall put the complaint in writing, specifying time, place, event, or actions involved and present it to the Superintendent.
2. The Superintendent shall within ten (10) days conduct a review of the facts of the case. The complainant and defendant may have legal or professional assistance in presenting the evidence to the Superintendent. The Superintendent shall render his decision within five (5) days of the review.
3. If either the complainant or the defendant is not satisfied with the decision of the Superintendent, he/she may request the Superintendent for an appeal before the Board of Trustees. The Superintendent shall within five (5) days of a request for appeal before the Board put all the facts of the case and the reasons for his decision in writing and submit it to the Board of Trustees. The Board of Trustees shall conduct a hearing in Executive Session within ten (10) days of such notice or at the next Board meeting, whichever comes first. All parties are entitled to be represented by counsel or professional assistance. The hearing shall be conducted as a hearing and witnesses may be sworn or not, as stipulated by both parties. The decision of the Board shall be final.

Legal References:

None