

1 **FRANKLIN CENTRAL SUPERVISORY UNION AND ITS MEMBER SCHOOL DISTRICTS**

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3 **COMMON PROCEDURE FOR PUBLIC COMPLAINTS ABOUT PERSONNEL D10**

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5 **Statement of Purpose:**

6 Franklin Central Supervisory Union and its member schools will endeavor to see that complaints
7 about school personnel are considered in a timely manner that is fair to all parties. The
8 Supervisory Union and its member Districts place trust in their employees and desires to support
9 their actions in such a manner that employees are freed from unnecessary, spiteful, or unjustified
10 criticism or complaints, yet encourages parents and students to come forward with legitimate
11 complaints.

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13 **Resolving Complaints:**

- 14 1. The complainant shall be encouraged first to bring a complaint to the individual concerned.
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16 2. If the problem cannot be resolved with the individual concerned, it should be brought to the
17 attention of the immediate supervisor or administrator. The complaint should be in writing
18 stating the issues and supporting facts. The individual employee involved shall be given every
19 opportunity for explanation, comment, and presentation of the facts as he/she sees them.
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21 3. If the issue is not resolved by involvement of the immediate supervisor, the complainant may
22 refer the issue to the next person in the chain of command up to the level of
23 Principal/Building Administrator for his or her review and decision. At the high school there
24 is broader chain of command and that is expected to be followed.
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26 4. In the event the Principal's review does not lead to a satisfactory resolution, the complainant
27 may submit the issue to the Superintendent for review and decision.

28 In cases of alleged discrimination, or harassment, the complainant should follow the procedures
29 accompanying anti-discrimination policy (C6) or anti-harassment policy (D-12).

30 **Appeal to the Board:**

31 If the above steps do not resolve the concern of the complainant, he/she may request a session of
32 the Board for the purpose of reviewing the Superintendent's decision. If the School Board
33 decides to hear the request of the complainant, it shall invite all parties involved including the
34 appropriate school and supervisory union administrators to attend a meeting for purposes of
35 presenting facts, making further explanations, and clarifying the issue. The Board shall conduct
36 such meetings in a fair and just manner and shall render a final decision. Any appeal to the
37 Board will take place during Executive Session.

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39 If the complaint is about the Superintendent, the complainant should first talk to the
40 Superintendent. If it is not resolved, the complainant may go directly to the Chairperson of the
41 School Board. If not resolved at this level, the complaint will be heard by the Franklin Central
42 Supervisory Union Board.

43 It is the intent of the Board that the rights of employees under collective bargaining agreements
44 and Vermont law be protected through the administration of this policy.

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Legal Reference(s): 16 V.S.A. §1752 (Suspension, dismissal)
1 V.S.A. §§310 et seq. (Open meetings)

Cross Reference: Board Commitment to Non-discrimination (C6)
Anti Harassment Policy (D12)