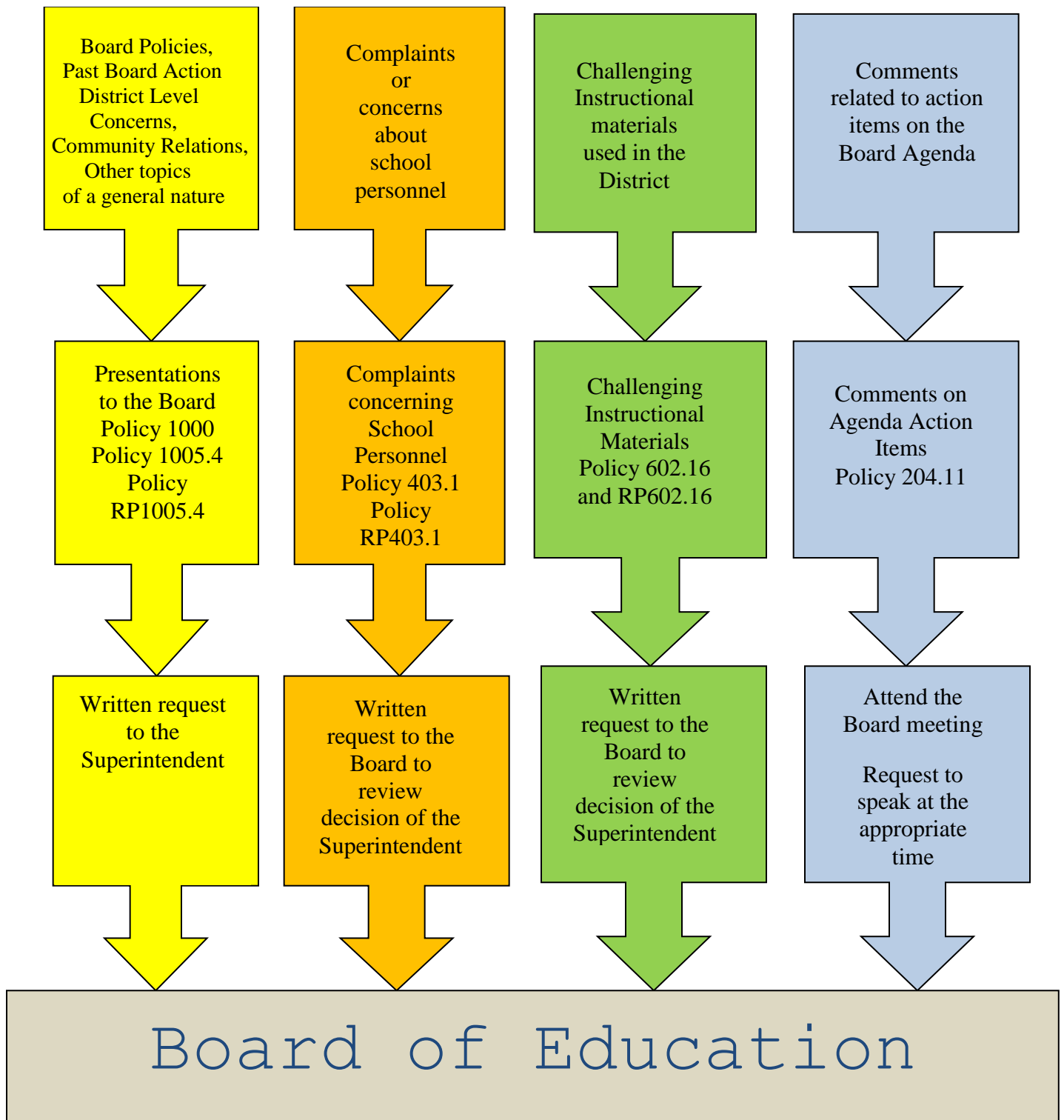


## Public Communication with the Board



#### **1005.4 – Citizen Complaints**

Parent and public concerns or complaints shall be resolved at the lowest possible level of decision making by the individuals closest to the concern. The concerns are best dealt with through communication with appropriate personnel of the system, beginning with the faculty, to the principals, to the Superintendent, and finally to the Board.

#### **RP1005.4 – Citizen Complaints**

The following guidelines are the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning an individual student or an employee should first be addressed to the student's teacher or to the employee.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the Principal, or the employee's immediate supervisor.
3. Unsettled matters from (2) above, or problems and questions concerning the school system, should be directed to the Superintendent.
4. If the matter cannot be settled satisfactorily by the Superintendent, it may be brought to the Board. No appeal shall be heard by the Board unless it is submitted in writing, signed by the party bringing the complaints, and presented to the Board through the Superintendent.

#### **403.1 – Personnel Complaints**

The Superintendent shall provide employees with procedures to be used to deal with claims of violation of Board policy or Administrative rule or in other situations where an employee feels that his/her rights have been violated.

The procedures are not valid for any item that has been filed in a formal grievance procedure contained in the master contract or could be filed at the employee's discretion as a formal grievance under the provisions of the master contract.

#### **RP403.1 – Personnel Complaints**

If an employee claims a Board policy or an Administrative rule has been violated, within 5 days of the alleged violation, the individual shall first discuss the complaint with his/her immediate supervisor. If the complaint is unresolved at the supervisory level, the employee shall put the complaint in writing within five (5) days and send copies of the unresolved written complaint to both their supervisor and the Superintendent. An appointment shall be made to discuss the complaint with the Superintendent. If the complaint continues ten (10) days following the discussion with the Superintendent, the employee may ask to have the item placed on the agenda for the next meeting of the Board. The decision of the Board shall be final.

#### **602.16 – Reconsideration of Instructional Materials**

Any resident or employee of the District may formally challenge instructional materials used in the District's educational program and request that those materials be reconsidered for use. The individual shall have an open forum for discussion of challenged materials.

#### **RP602.16 - Reconsideration of Instructional Materials (See three page policy explanation)**

#### **204.11 – Public Participation at Board Meetings**

The Board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and Board meetings conducted efficiently and in an organized manner, the following guidelines shall be used.

To speak on any issue at a Board meeting, citizens shall:

1. Previously have submitted an item for the agenda and then address that issue when recognized by the Board President or:
2. Ask to speak on a specific agenda item by informing the Board Secretary during the opening of the Board meeting. The citizen shall be allowed to speak on the agenda item when that item is addressed on the agenda. The citizen shall address the item before the Board discusses or takes action on the agenda item. The Board President may limit the allotted time to 5 minutes per individual.
3. Ask to speak during the open forum portion of the meeting. Any citizen addressing the Board during the open forum may speak on an item not listed on the agenda. The Board President may limit the allotted time to 3 minutes per individual. Any citizen addressing the Board during the open forum shall conduct himself/herself with respect and decorum. If any citizen begins to talk about a specific individual, and therefore is violating that individual's legal right to privacy, the person will be stopped immediately. No action will be taken on open forum items, but the citizen will be directed to take their concern to the appropriate staff member.
4. If a citizen is disruptive during the meeting, he/she may be asked to leave the meeting in order for the Board to conduct business in an orderly and efficient manner.

Reviewed 8/3/09

Revised 2/4/13