Constructive criticism motivated by a sincere desire to improve the quality of the education program and to equip the schools of this district to their task more effectively is acceptable.

The school board has trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

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 solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he or she sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the board for the purposes of fuller study and a decision by the board. Generally all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation.
COMPLAINTS ABOUT SCHOOL PERSONNEL

1. All complaints shall be in writing, identify the employee involved, and concisely explain the issue.

2. The complaint shall first be presented to the building administrator who shall:
   a. Acknowledge receipt of the complaint and answer any questions concerning procedure.
   b. Discuss the complaint with appropriate persons.
   c. Seek a resolution by offering a factual explanation of the matter and/or bring the parties together to seek a mutual resolution.

3. If the complainant wishes to pursue the matter further, the building administrator shall discuss the matter with the Superintendent of Schools who shall determine:
   a. If the matter may best be resolved with intervention.
   b. If the matter is to be presented to the school board.

4. If the matter is heard by the school board, it shall be in executive session and all concerned parties will be provided the opportunity to speak.