

SMYRNA SCHOOL DISTRICT

District Policy

Article: 1000 Community Relations

Title: Complaints About School Personnel in the Smyrna School District

Policy #: 1313

Realizing that education is a human-to-human relationship and that such relationships may at times cause stress, the Smyrna School District Board of Education mandates the following policies concerning complaints about Smyrna School District personnel:

1. All complaints, to be given proper attention, must be reduced to writing, whenever possible, signed and addressed properly to the person's immediate supervisor.
2. All such written complaints must be delivered or mailed to the immediate superior of the person, at which time the superior will notify the person about whom the complaint is made.
3. All complaints shall be specific and void of personal abuse, and/or excessive emotionalism, either to the Smyrna School District, its Board of Education, or the person(s) being discussed.
4. All such complaints shall, upon receipt, be weighed, analyzed, and discussed with all proper school authorities and, finally, will be acted upon by the immediate superior of the person being discussed. The party submitting the original complaint shall also be informed as to the nature and direction of action taken by the school authorities. In no case shall any individual's rights under the law be pre-empted by these policies as established by the Board of Education.
5. No permanent record will be placed in the employee file unless the complaint is received in writing.

Approved by the Board of Education, October 20, 1982