

BARRE UNIFIED UNION SCHOOL DISTRICT
Barre City Elementary & Middle School
Barre Town Middle Elementary School
Spaulding High School
Central Vermont Career Center

January 9, 2020

PROCEDURE

Complaints Regarding Students, Parents, Employees, School, or District

As defined in statute, the role of the School Board is to set vision and policy for the district, to prepare and distribute an annual budget, to maintain the schools in good repair, to employ such persons as may be required to carry out the work of the school district. Among other functions, the School Board must act as a quasi-judicial body in certain circumstances related to student and employee conduct and discipline. Because of these statutorily defined duties, it is appropriate that a chain of command is followed for concerns and complaints regarding students, parents, employees, schools, and/or the school district.

Before a concern or complaint is addressed by the school board, it should be brought to the attention of persons as close to the source of the issue as possible, and work up the chain of command as outlined below:

- The concern should initially be brought to the attention of persons as close to the source of the issue as possible:
 - If the concern relates to a student and at the classroom level, it should be brought to the attention of the classroom teacher.
 - If the concern relates to a student and a common area of the school, it should be brought to the attention of the Homeroom or Advisory Teacher.
 - If the concern relates to a student and a situation outside of school such as a bus route, field trip, co-curricular, etc., it should be brought to the attention of the responsible staff member (i.e.; transportation coordinator, field trip supervisor, coach or club advisor, etc.)
 - If the concern is of a general nature, or if you do not know who to bring it to, please contact the school main office or the district office.
- If the concern is not addressed to an appropriate level of satisfaction at the previous level, and it occurred at Spaulding High School, it should next go to the Department Head.
- If the concern is not addressed to an appropriate level of satisfaction at the previous level, it should next go to the Building Administrator. This would be the Assistant Principal or Principal, or the Assistant Director or Director at the Central Vermont Career Center. For concerns not resolved to satisfaction at the Assistant Principal or Assistant Director level, they should then go to the Principal or Director.
- If the concern is not addressed to an appropriate level of satisfaction at the previous level, it should next go to the Central Office Administrator. This might be the Superintendent, or it might be the Directors of Special Education, Early Education, Curriculum, Technology, or Facilities. For concerns not resolved to satisfaction at the Director level, they should then go to the Superintendent.
- For concerns not addressed to an appropriate level of satisfaction by the Superintendent, the Chair of the School Board may be contacted. The Chair can then determine the appropriate next step to address the concern, including whether the issue needs to be discussed at all at a board meeting, and if so whether an executive session will be required. If the Chair determines the chain of command has not been followed, then the Chair will refer the complainant back to the appropriate step in the chain of command.