

Dell Rapids School District #49-3



Policies and Regulations Code: KLB – School/Community Relations

KLB PUBLIC CONCERNS/COMPLAINTS ABOUT SCHOOL PERSONNEL

All employees have the responsibility to act in a professional manner when dealing with students, parents, other staff members and community members while representing the School District. Constructive criticism is welcomed to improve the quality of the educational program of the District.

Concerns and complaints about job performance of employees and reports about conflicts between and/or against employees of the Dell Rapids School District need to be handled with care and discretion.

The administration shall establish regulations for processing concerns and complaints regarding personnel. If a concern or complaint is brought directly to the School Board or an individual Board member, it shall be referred to the Superintendent for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and will be given every opportunity for explanation, comment, and presentation of facts as he or she sees them. The Superintendent shall process the concern or complain according to District policy.

In cases of discipline or other school matters relating to their children, parents will first discuss the matter with the teacher. If, for some reason, they are not satisfied, they may further discuss that matter with the following persons in the following order: the principal of the building, then the Superintendent or his/her designee. If the Superintendent is unable to satisfy the parents, he/she will report the case to the Board for consideration and action. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. The board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the complaint and the action desired.

LEGAL REFS.: SDCL 13-32-6

ADOPTED: 11-2007

AMENDED:

REVIEWED: