

# Policies

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## Westerly Public Schools Resolutions for Concern

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The Westerly School Committee endorses the concept of open dialogue between and among all the concerned members of the education process. Parents and staff all have integral roles in creating an environment where learning thrives. Cooperation, understanding, and trust are crucial for creating and sustaining such an environment. The spirit of collaboration which has guided the school community over the past several years encourages open and direct communication. It is presumed that this issues and concerns with the individual or individuals involved without the need for a formal process. However, recognizing the need for policy in some instances:

- I. Should anyone have a concern with a school district employee, he or she should, within two school days of experiencing the concern or receiving information that creates a concern, initiate contact with the school department employee so involved. School department employees, upon being made aware of a concern, or upon receiving some form of communication about a concern shall make contact with the concerned party within two school days. It is hoped that informal discussion will resolve the issue or result in a clear definition of the problem.
- II. If the parties fail to reach a solution after the informal contact outlined about, or if the employee, without adequate reason, fails to meet within the time lines set forth, the complainant shall have the option of requesting a meeting with the school department employee's immediate supervisor and any other person that the principal may deem appropriate. The request may be made orally or in writing. In either even, the supervisor shall see to it that a meeting is held within five school days of the oral or written request. It shall be a role to the supervisor to act as a mediator between the parties and to help identify the problem and the methods for resolving the problem. The results of this meeting shall be put in writing to the parties immediately following the meeting. It should contain either a solution as reached at the meeting or an acknowledgment that no solution was reached and the issue is being forwarded to the Superintendent of Schools by copy of this letter.
- III. The Superintendent of Schools, upon receipt of a letter acknowledging that no solution was reached at the intermediate level, shall have five school days to respond to the letter and to set up a meeting between the parties and the Superintendent. It shall be his or her option to include all interested parties participating at the mediation level. The outcome of this meeting shall be reduced to writing within two days of the meeting itself and copies forwarded to the parties and to the supervisor who forwarded the issue.
- IV. If the issue is not resolvable, or if the resolution is unacceptable to the complainant, a request may be made to the School Committee for a hearing in executive session. The School Committee shall review the written resolution and schedule an executive session within ten days of the request

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Each building Principal, or designated authority in each school building, shall compile a list of the issues generated by the complaints annually. These issues shall be forwarded to the School Committee yearly for their information and review.

Adopted: September 19, 1979  
Revised: August 24, 1993  
Revised: September 17, 1997  
Revised: October 17, 2002  
Revised: January 3, 2007