

PUBLIC COMPLAINTS MADE TO THE BOARD OF TRUSTEES REGARDING SCHOOL PERSONNEL

The Board of Trustees encourages ideas and suggestions that may improve school operations. The Board places its confidence and trust in school employees and desires to prevent employees from being negatively impacted by unfounded, spiteful, or disparaging criticism. However, when honest differences of opinion regarding any matter develop, the Board desires to give fair consideration to the issues presented. Any interested person may present a written complaint. The complaining party will have an opportunity to be heard and to have the complaint resolved without recrimination under the following provisions:

1. The complaint must be submitted in writing and signed.
2. The complaint should describe the grounds on which it is based and specify those aspects of school administration or personnel that the complainant believes are inadequate.
3. Complaints made directly to the Board of Trustees or to any member of the Board of Trustees shall be referred to the Superintendent or his designee for investigation and/or resolution.
4. Upon receipt of a complaint, the Superintendent or his designee shall determine whether reasonable cause exists for an investigation, based on such factors as:
 - (a) The extent to which the complaint affects a substantial number of persons.
 - (b) The number of complaints received on the same or similar issues and whether those complaints relate to safety and health conditions.
 - (c) The extent to which the subject matter of the complaint is pertinent to the District's educational mission or policy.
5. If it is determined that no reasonable cause exists for an investigation, the complaining party will be notified, in writing, of that determination. The complaining party may be offered the opportunity to request an informal conference with appropriate administrative personnel.
6. If it is determined that reasonable cause exists for an investigation, the individual employee or employees named in a complaint shall be advised of the nature of the complaint and provided copies of any written documentation signed or provided by the complainant.
7. In conducting the investigation, the Superintendent or his designee may obtain any supporting information deemed necessary including, but not limited to: information from interviews or discussions with District personnel, students or citizens; and, inspection or review of file materials pertaining to the complaint.
8. The individual employee or employees named in a complaint shall be given the opportunity for explanation, comment and presentation of the facts as the employee views them. Any employee may be represented by legal counsel or recognized bargaining unit representatives during the investigation of a complaint, provided that such legal counsel or representation shall be of the employee's choosing and shall not be provided by the District.

9. After considering all written and oral information obtained in the investigation, the Superintendent or his designee will give the complainant written notice of any non-privileged action taken in resolution of the complaint with similar notice provided to the individual employee or employees named in a complaint.
10. If it is deemed necessary by the Board of Trustees, following investigation, the Board may address issues raised in a complaint or action taken in resolution of a complaint in a meeting of the Board to be conducted in compliance with the Wyoming Public Meetings Act, Wyo.Stat. § 16-4-401 through 407.

Adopted: 7/28/77
Revised: 12/10/01

LEGAL REFS: Wyo. Stat. § 16-4-401 through 407

CROSS REFS: GMB Staff Complaints and Grievances
GCPD Suspension and Dismissal of Professional Staff Members
GDPD Suspension and Dismissal of Support Staff Members

School District #1, Sweetwater County, Wyoming