

**KE/KEB- PUBLIC COMPLAINTS ABOUT SCHOOL MATTERS,  
PERSONNEL, EMPLOYEES, STUDENTS OR ADMINISTRATION**

Any complaint presented to the Board about school matters, personnel, employees, students or administration, will be referred back to the Superintendent. The Board will not hear or review complaints until such complaints have first been brought forth through the appropriate and applicable administrative procedures and the Superintendent or his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint, which will interfere with its ability to serve as an impartial trier of fact in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the District under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the Superintendent, the individual who is the subject of the complaint may be advised of the nature of the complaint and may be given an opportunity for explanation, comment, and presentation of the facts. The Superintendent shall seek to resolve the matter and report to the Board.

The Board believes that complaints and grievances are best handled and resolved by the parties directly concerned. Therefore, the proper channeling of complaints and/or grievances will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. School Board

When any complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. If the member of the public will not personally present the complaint to the appropriate level, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent to be channeled appropriately.
2. If the person making a complaint at the Superintendent level believes that a satisfactory reply has not been received, he or she may request that the Board hear the complaint. The Board will hear and act upon the complaint only by majority vote. The Board may decline to act on any complaint which, in its sole judgment, would interfere with the Superintendent's ability to properly administer the district. If the Board does hear and act upon the complaint, all Board decisions shall be final.
3. If the Board decides, in accord with Paragraph Two, to hear and act upon a complaint that pertains to personnel, employee, student or administrative matters, it shall determine

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whether the complaint shall be heard in public or non-public session in accord with RSA 91-A:3 and the laws pertaining to student and family privacy rights. The Board shall also determine whether it is appropriate to inform the individual who is the subject of the complaint of the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of the facts to the Board.

4. If the Superintendent is the subject of the complaint, the SAU #39 Board shall determine whether the complaint should be heard in public or non-public session in accord with RSA 91-A:3. The SAU #39 Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of the facts.

Adopted: June 27, 2019 (SAU #39)