



September 2, 2014

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

Approval of Revisions to Public Complaints About School Personnel Policy

Recommendation: That the School Committee approve the revisions to the Public Complaints About School Personnel Policy as detailed in the attached document.

This is a first reading of this policy.

Description: The attached document seeks to clarify that the school district's uniform procedures cover the process for investigating and addressing complaints about school district personnel.

Supporting Data: Attached policy

Respectfully submitted,

  
Jeffrey M. Young, Ed.D.  
Superintendent of Schools

File: KEB

## **PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

Complaints about school personnel that are received by the Cambridge Public Schools will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his/her complaint in writing. Anonymous complaints will be disregarded.

Whenever a complaint is made directly to the School Committee as a whole or to a School Committee member as an individual, it will be referred to the Superintendent.

The Superintendent will develop, for approval by the School Committee, uniform grievance procedures that assure prompt and fair attention to complaints against school personnel. The uniform grievance procedures will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as s/he sees them, in accordance with the law and applicable collective bargaining agreements. The uniform grievance procedures also will require that both the complainant and the individual against who the complaint was filed will be notified, in writing, of the outcome of the investigation.

*Adopted: June 5, 2004*