



Section: **School Personnel**
Policy #: **2410**
Policy: **Procedure for Handling Complaints
from School Personnel within the
Same School**

Approved: November 20 2004
Revision Dates: November 19 2005

Policy

- a) The complainant with a concern should first contact the staff member about the matter.
- b) If no solution is found in this way, the complainant should bring the concern to the Principal.
- c) If the matter is still not satisfactorily resolved the complainant should contact the Superintendent of Schools in writing. At this time, the chairpersons of the School Council and the Education Committee shall be informed by the Superintendent. School Council may provide additional information to the Superintendent. The Superintendent's written report of the incident and its resolution must be placed into the employees' files immediately after a decision has been reached at this level.
- d) If the matter is not resolved at this level, a further appeal in writing may be made to the Diocesan Appeals Committee by writing the Vicar of Education. The decision of the Diocesan Appeals Committee will be binding on all parties involved.