

COMPLAINT POLICY

Building principals shall notify a teacher within a reasonable period of time when a building principal receives what in the professional judgment of the building principal is deemed to be a complaint from a parent or student regarding the teacher's performance of his or her professional responsibilities, so long as the complainant does not request anonymity. The notice of the complaint from the building principal to the teacher shall be in writing.

The building principal is not required to place a copy of said complaint in the teacher's file, but the building principal may place a copy of the complaint in the teacher's file if the complaint is of a derogatory nature so long as the terms of the master contract are followed.

The building principal may keep a file of parent or student complaints that is separate from the teacher's file. The teacher may give a written response to the building principal which the building principal shall keep in the file containing the copy of the complaint.

The building principal shall not be required to give any notice of a complaint to the teacher during a time period when the notice would interfere with any investigative or accusatory proceedings including but not limited to the school corporation, a law enforcement agency, child protective services, or similar government agency.