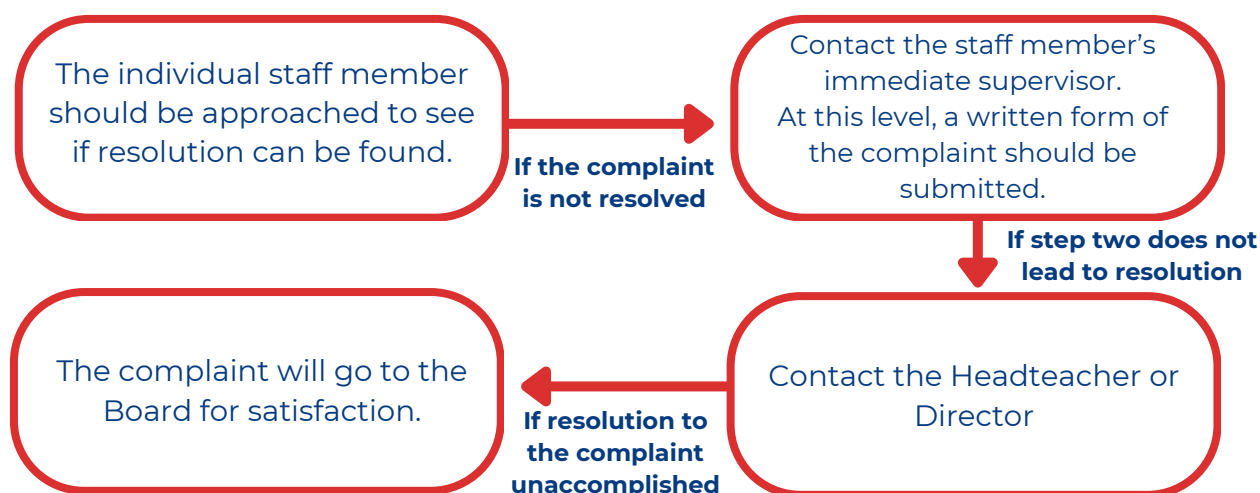


POLICY: 8.90

COMPLAINTS CONCERNING STAFF OR MATERIAL



Any complaint against school staff members should follow the process below:



Any parent, guardian, or other person who upbraids, insults, or abuses any employee on school property or in the presence of students shall be required to vacate the school grounds and the enrolment of their child/ren in the school will come into question.

Any complaint dealing with teaching materials shall be handled in the following manner:

- All complaints must be presented in writing to the Director and will include the name of the author, title, the publisher and the objectives by pages and items; or in case of materials other than printed material, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible.
- The Director will acknowledge the receipt of the complaint and answer any questions regarding procedure. The Director will then notify any staff involved, The Director will also determine whether the complaint should be considered an individual request or if a review committee should be activated to re-evaluate the material.
- The review committee shall be under the direction of the Director and composed of members selected by him/her from the administrative and instructional areas directly concerned. The review committee shall consider the educational philosophy of the school, the professional opinions of other teachers of the same subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's own stated objectives in using the materials, and the objections of the complainant.
- The findings of the review committee shall be a matter of written record and will be submitted to the Board along with the committees' finding for final resolution.