



NEWMAN LEADERSHIP ACADEMY

COMPLAINTS AGAINST EMPLOYEES POLICY and DISPUTE RESOLUTION
PROCEDURE

The following guidelines shall prescribe the manner in which complaints are handled:

A. Any complaint shall be put in writing and addressed to the Executive Director/Principal or designee. A written complaint shall include:

1. The full name of each person involved;
2. A brief but specific summary of the complaint and the facts surrounding it;
3. A specific description of any prior attempt to discuss the complaint with the person and the failure to resolve the matter

B. The Executive Director/Principal or designee shall investigate the complaint as necessary. Written notice shall be provided to the Complainant within a reasonable time, but no more than 30-days, either by the Executive Director/Principal or Designee or the President of the Board of Directors.

C. If no resolution can be agreed upon between the Executive Director/Principal or designee and the Complainant, the complainant may submit the complaint to the Board of Directors. The Board of Directors will determine if it will further consider the matter.

D. If the Board of Directors determines it will further consider the matter, it may seek additional investigation by the Executive Director/Principal or designee as it deems necessary.

E. If the Complainant is not satisfied with the resolution, he/she may address the Board of Directors during public comment at any meeting.

Nothing in this procedure shall require or allow the Board of Directors, nor any other employee of NLA to release confidential pupil or employee information to the Complainant or in any other unlawful manner unless required by law.