

## Community Relations

### Public Complaints

The Board of Education welcomes comments and suggestions for improvement from the citizens whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the Board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it is the policy of the Board that such complaints will not be pursued.

Parents should be made aware of the proper channels of communication. Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the Superintendent of Schools.

If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the Board of Education. No appeal will be heard by the Board and no charges or accusations against an employee will be investigated unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the Board through the Superintendent.

The Board will not consider or act upon complaints that have not been explored at the appropriate level or complaints for which specific resolution procedures have been established that do not include Board review. If the Board decides to hear the complaint, the Board shall make a decision which shall be sent to all interested parties. The Board's decision is final.

(cf. 1220 – Citizens' Advisory Committees)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6161 - Equipment, Books, Materials: Provision/Selection)

Legal Reference: *President's Council, District 25 v. Community School Board No. 25* 457 F.2d 289 (1972), cert. denied 409 U.S. 998 (1976)  
 Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81).  
 Connecticut General Statutes  
 10-238 Petition for hearing by board of education.

Policy adopted: March 20, 2007

Policy revised: March 15, 2022

PUTNAM PUBLIC SCHOOLS

Putnam, Connecticut

# PUTNAM PUBLIC SCHOOLS

Board of Education

152 Woodstock Ave

Putnam, CT 06260

## Citizen Concern Reporting Form

Date: \_\_\_\_\_

Name of Complainant(s): \_\_\_\_\_

Complainant(s) Signature(s): \_\_\_\_\_

Complainant(s) Contact Information: \_\_\_\_\_

Name of Students Involved (if any): \_\_\_\_\_

\_\_\_\_\_

Concern: \_\_\_\_\_

\_\_\_\_\_

Name(s) of Staff Member(s) Involved: \_\_\_\_\_

Detailed Statement of Concern: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(please attach an additional page if you need more space)

Have you met/spoken with the building administrator to discuss your concern: Yes ☐ No ☐

Have you met/spoken with the Putnam Superintendent to discuss your concern: Yes ☐ No ☐