

**COMPLAINTS REGARDING A PRINCIPAL OR ADMINISTRATOR**

The Saugus School Committee adopts the following policy regarding the process of complaints about Principals and other administrators.

Any complaints regarding a principal or other administrator, whether received by a school committee member or other person, shall first be direct in writing to the Superintendent.

The Superintendent shall:

1. Acknowledge, in writing, the receipt of the complaint.
2. Meet with the complainant to discuss the complaint and facts surrounding said complaint within 7 business days of receipt.
3. Meet with the principal or administrator to review complaint and facts surrounding said complaint within 7 business days of the initial meeting.
  - a. The principal or administrator shall be given a copy of said complaint.’
  - b. The administrator shall be entitled to have representation at said meeting.
4. Make a determination regarding validity of complaint within 14 business days.
5. Shall then meet with the principal or administrator to review his findings and
  - a. shall keep in his office a file regarding said investigation until a disposition is made Said file is confidential pending investigation and disposition.
  - b. If he finds said complaint to be valid, he shall take whatever disciplinary action he deems appropriate and note same in personnel file.
  - c. If he finds said complaint to be invalid, said complaint will be dismissed and no record shall be place in said file.
6. After meeting with said principal or administrator as above, he shall then meet with said principal or administrator as above; he shall then meet with complainant to discuss his determination and actions, if any, taken

If either party is not satisfied with the Superintendent’s ruling, he/she may request a hearing in executive session before the School Committee for a review of the facts and findings.

The principal or administrator shall keep the name of the complaint and circumstances confidential. Breach of same will be grounds for a valid complaint.