

Constructive criticism can be helpful to Catalyst Public Schools. At the same time, the board has confidence in its staff and programs and will act to protect them from unwarranted criticism or disruptive interference. Complaints received by the board or a board member will be referred to the school Co-Founders for investigation.

The school Co-Founder(s) will develop procedures to handle complaints concerning staff or programs. Complaints regarding instructional materials should be pursued in the manner provided for in [Policy 2020, Course Design, Selection and Adoption of Instructional Materials](#).

Legal References

RCW 28A.405.300 Adverse change - in contract status of certificated employee — Determination of probable cause — Notice — Opportunity for hearing

Chapter 42.30 RCW Open Public Meetings Act

Cross References 2020 - Course Design, Selection and Adoption of Instructional Materials

Most complaints can be resolved by informal discussions between community members and the staff member. Should the matter not be resolved, the principal or school co-founder will attempt to resolve the issue through a conference with the community member and the staff member. The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

- A. If the problem is not satisfactorily resolved at the building level, the community member should file a written complaint with the school Co-Founder which describes the problem, and a suggested solution. The School Co-Founder should send copies to the staff member(s) involved;
- B. The principal and staff member will respond to the superintendent/co-founder in writing or in person; and
- C. The superintendent/co-founder will then attempt to resolve the matter through a conference with the citizen, staff member, and principal.

If the matter is still not resolved, the superintendent/co-founder will present the issue to the board. If the complaint is against a staff member, the board may discuss the complaint. The staff member may request that the board discuss the issue in an open meeting.

The board will attempt to make a final resolution of the matter. Any formal actions by the board must take place in an open meeting. If such action may adversely affect the contract status of the staff member, the board will give written notice to the staff member of his/her rights to a hearing.