

(School District or ISD)
PROFESSIONAL CONCERNS
(Policy/Guidelines – SAMPLE)

The Board of Education believes that staff members, like every other key stakeholder in the District, should have the opportunity to discuss, in an appropriate manner, problems and concerns that affect their ability to fulfill their professional responsibilities.

If a staff member has a grievance under the applicable collectively-bargained agreement, they should follow the procedure described in the negotiated agreement.

If one or more staff members have a non-grievable concern about the behavior of a fellow professional or about some aspect of the operation of the school or District that is not functioning in accordance with an agreed-upon plan or because an informal commitment by the administration is not being fulfilled, the staff member(s) should make arrangements to discuss the matter with the school director as soon as feasible.

If the matter is not or cannot be rectified satisfactorily with the director, the staff member(s) may request a meeting with the Superintendent. The request should be in writing and include:

- A. the specific nature of the problem and a brief statement of the facts giving rise to it;
- B. a brief statement explaining how the staff member(s) are being affected by it;
- C. the action which the staff member(s) wishes to be taken and how such action would rectify the problem.

The Superintendent, after reviewing the request, will either meet with the staff member(s) or provide a written decision explaining the District's position on the matter.

Adopted (Date)