

Public Concerns Procedures

Parents have the right and the responsibility to represent their children, and other citizens may have an interest in commenting on public education. Therefore, it is the obligation of the employees of IICSN to respond to the questions and concerns of the parents or the public.

Constructive criticism of IICSN which is intended to improve the quality of the educational program and related services by encouraging parent and citizen participation while protecting the rights of school's employee(s) is welcome.

School action relating to concerns against employees of IICSN must fully comply with the procedures of NRS chapter 391, the negotiated agreements, and the policies and regulations of the school that ensure due process of law.

The Board of School Trustees does not have the authority to discipline employees. Discipline is a right reserved for the administrator in accordance with the applicable laws, board policies, and regulations. If allegations of misconduct concerning an IICSN employee are brought to the attention of the Board, they will be referred to the appropriate administrator for investigation and action, if necessary.

In order to avoid potentially litigious situations, both IICSN employees and concerned citizens should exercise discretion in discussing matters that may prove to be potentially libelous or slanderous in nature. A false statement of misconduct may be legally actionable if the maker of the statement knew it was false or if the maker recklessly makes the statement without adequate investigation to determine the truth or falsity of the allegation.

Any concern that deals with employees made directly to the Board of School Trustees shall be referred to the Chief Educational Officer. Any matter brought to the attention of the Chief Educational Officer who shall be held responsible for the matter and who shall address the concern in accordance with the steps outlined in the accompanying regulation.

This policy is not intended to constitute a complaint procedure for employees or their associations.

PUBLIC CONCERN FORM

(Please complete Sections I – III)

SECTION I

Name of Person Filing Form: _____ Date: _____

Mailing Address: _____ Home Phone: _____

City/State/Zip: _____ Work Phone: _____

Name of Student: _____ Grade Level: _____

SECTION II

(Please indicate what steps you have taken to resolve this concern)

ACTION	YES	NO	NA	DATE
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Talked/met with teacher	___	___	___	___
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Talked/met with principal	___	___	___	___
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Talked/met with other employees (list)

SECTION III

(Please attach a separate sheet of paper to this form explaining the following)

1. Your concern:

2. Your desired resolution:

This section for school use only. Do not write in this area.

Date form was received by school's officer: _____

Tracking Number: _____

Administrator's Response

Date response due to

Status of Resolution

Person filing form

1. _____ Resolved/Unresolved
2. _____ Resolved/Unresolved
3. _____ Resolved/Unresolved

All responses to Public Concern must make reference to a tracing number. The contents of this form and concern will be kept confidential. Information related to this concern will be shared only with employees who can help achieve a resolution. Under no circumstances may an employee take retaliatory action against a student or ridicule a student because a Public Concern Form has been filed.