

(b) If a satisfactory understanding cannot be arrived at with the principal, the complainant may submit his complaint in writing to the school committee. The committee shall immediately forward a copy of the complaint to the principal who shall place it before the teacher complained against. In due course the school committee shall consider the teacher's reply (if any) and shall use its best endeavours to reconcile the differences involved. A member of a committee personally interested in a complaint shall take no part in the committee's discussions upon it but he may submit a statement on the matter.

(c) If the matter cannot be resolved in this way the complainant may refer the matter to the Board, in which case all relevant correspondence shall be forwarded to the Board's chief executive officer.

(d) When a parent or guardian of a pupil desires to make a complaint against a principal, he must make the complaint personally or in writing to the chairman of the school committee who shall use his best endeavours to reconcile the differences involved. If the complainant is not satisfied with the decision of the chairman of the committee, he may refer the matter to the Board's chief executive officer, in writing.

57. Complaints by School Committees Against Teachers:

(a) If a school committee has a complaint to make against a principal the chairman shall discuss the matter with the principal or submit the complaint to him in writing.

(b) A complaint against an assistant shall be given in writing to the principal who shall refer it to the assistant concerned for any explanation he may wish to make through his principal.

(c) If a satisfactory settlement is not arrived at, the school committee may forward a complaint to the Board's chief executive officer and on so doing shall inform the principal of the action taken.

58. Serious Charges Against Teachers:

Where allegations are made against teachers in terms of section 158 of the Act the allegations shall be forwarded to the Board for action in terms of section 159 of the Act.

Note: Section 158 of the Act reads as follows:

1. Every teacher commits an offence against this section who—

- (a) By any act or omission fails to comply with the requirements of this Act.
- (b) In the course of his duties disobeys, disregards, or makes wilful default in carrying out any lawful order or instruction given by any person or Board having authority to give such order or instruction;
- (c) Is negligent, careless, or indolent in the discharge of his duties;
- (d) Is grossly inefficient or incompetent in the discharge of his professional duties;
- (e) Improperly uses property, stores, or equipment for the time being in his official custody or under his control or fails to take reasonable care of such property or equipment;
- (f) Absents himself from his duties without leave or valid excuse;
- (g) Is guilty of conduct in his capacity as a teacher or otherwise which is unbecoming to a member of the teaching service or shows his unfitness to remain in his present position or in the service.

2. A teacher who is alleged to have committed an offence under this section shall be dealt with in accordance with section 159 of this Act.

59. Compliants to be Examined:

All complaints and allegations sent to the General Manager shall in the first instance be examined by him or his nominee. The General Manager at his discretion may co-opt the assistance of the District Senior Inspector and/or a representative of the appropriate teacher organisation. Thereafter action may be taken formally in accordance with the procedures laid down in the Education Act.

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- Reserved for future use.

SCHOOL TRANSPORT

71. Responsibilities of Principals:

(a) No alteration or extension whatsoever shall be made to any school transport service without prior approval of the Board. This bylaw applies equally to services operated by private contractors and to those involving use of departmental vehicles. In cases of flood or other extreme emergency, the principal shall at the first opportunity advise the Board giving full details and the re-routing involved.

(b) The principal shall advise the Board and the school committee promptly of any reduction in mileage covered by a driver or contractor due to pupils leaving, or to any other cause, in order that any necessary adjustment in costs or mileage may be fixed without delay by the Board. The school committee shall likewise inform the principal of any such changes of which it becomes aware.

(c) The principal, from time to time, will check on the possession by the vehicle of a certificate of fitness, and shall not enter the number of any such certificate on any return required by the Board without personally ascertaining that the certificate is current and is displayed on the windscreen of the vehicle.

(d) The principal is responsible for ensuring that all returns relevant to the operation of school bus services and claims for other forms of school transport assistance shall be forwarded promptly to the Board.

(e) The principal shall bring to the notice of drivers and contractors from time to time, and particularly when there is a change in driver, the bylaws and any further directions which concern them.

(f) The principal shall ensure that departmental buses are swept at least once daily, washed with disinfectant at least fortnightly, and that the outside body work is kept in reasonably clean condition. If the cleanliness of privately operated school buses is considered unsatisfactory, the principal should report the matter to the Board and to the school committee.

(g) The principal and drivers shall continuously observe the instructions published from time to time for the safety and discipline of pupils travelling to school by transport.

(h) No goods or passengers other than school children shall be carried on any school service without the prior expressed authority of the Board

(i) The principal shall report to the Board accidents (other than very minor ones) involving school buses together with any witnesses' statements that may be available. Where injury is involved, however slight, details of the accident must also be reported to the police

(j) No Department of Education school bus is to be used for special trips without the prior expressed authority of the Board.

72. Transport to Manual Classes:

Where the Board has arranged for the attendance of pupils at manual training centres, the principal shall arrange for their proper control and behaviour during transit and be responsible for their punctuality.

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- Reserved for future use.

MISCELLANEOUS

81. Teacher Projects for Fund Raising:

(a) No teacher shall organise an entertainment or other function with the object of raising money for school purposes, or otherwise set out to raise money for such purposes, without the prior approval of the school committee.

(b) All moneys received by or belonging to a school amenities account shall be paid into a bank account operated by the school committee or by at least two trustees which may include the principal. Where the amenities account is operated by trustees, it shall be balanced at the end of each financial year on January 31 and audited in such manner as the Board may direct.