

## **Procedures for residents to follow when voicing a complaint or concern involving the school district**

In an effort to promote an open line of communication between the school district and its residents, the school board and the administration is requesting that a person follow the procedures that are set forth in school board policy # 206. The policy states the following in regards to complaints or concerns:

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from procedure number 1 or other problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.