

COMMUNICATON CHANNELS

Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. School employees shall be responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community shall confer with a licensed employee and then with the principal on questions and concerns.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within ten school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent the individual may ask to have the question or concern placed on the board agenda.

It shall first be the responsibility of the administrators to resolve questions and concerns raised by the employees and the students they supervise and by other members of the school district community.

LEGAL REF.: Iowa Code 279.8

CROSS REF.: 213 Public Participation in Board Meetings
401.4 Employee Complaints
502.4 Student Complaints and Grievances
504.3 Student Publications

Approved: **March 11, 2002**

Reviewed: **February 2015**
October 11, 2021

Revised: **September 9, 2019**