

ADMINISTRATION

Series 300

Policy Title _____ Communication Channels _____

Code No. _____
307.00

Questions and problems are resolved at the lowest organizational level nearest to the complaint. School employees are responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community will 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 15 school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within 15 school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. It is within the board's discretion whether to hear the concern.

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

Legal Reference:

Iowa Code § 279.8 (2009).

Cross Reference:

- 213 Public Participation in Board Meetings
- 213.01R General Complaints by Citizens
- 401.04 Employee Complaints
- 502.04 Student Complaints and Grievances
- 504.03 Student Publications

Date of Adoption: _____ November 4, 2009 (Revised) _____

Related Administrative Rules and Regulations:
