



## Guidelines for Expressing Concerns

The Board of Education believes that concerns are handled best when resolved as close to the

below:

1. The Staff Member-If you have a concern or complaint about something involving a staff member, you are encouraged to meet with the person first to discuss the concern. Very often the communication at this level will resolve the matter.
2. The Principal-If your concern is about general school operations and policies or if a meeting with a staff member is either inappropriate or does not help, then you are encouraged to meet with the school principal. The Principal may respond to your concerns or he/she may refer you to other school personnel such as a director, social worker or guidance counselor.
3. The Superintendent- If your concern involves school district operations in general, or is of a sensitive nature such that a meeting with the staff member or principal is inappropriate (ex. sexual harassment), or if the staff member and principal are not able to resolve your problem, you may contact the Superintendent's Office for assistance.
4. The Board of Education-If your concern is directly related to Board actions or policy,