

POLICY # 3.30

Constructive Concerns and the Utilization of the “Chain of Command”

The Board of Education welcomes communications from staff members, parents, students and community members. Communications of constructive concerns should be addressed via the Chain of Command as follows:

1. Teacher or Non Certified Staff
2. Principal
3. Superintendent
4. Board of Education

All concerns should begin at level 1 and if not resolved should go to level 2, then level 3 and finally to the Board of Education. Any person registering their concern for the first time at a higher level will be redirected to level 1. These channels should be followed, and no level should be bypassed except in the event of an emergency.

If a concern goes to the Board of Education the following should be submitted to the office of the superintendent:

- A letter requesting an appeal of a concern to the board of education. The letter should contain:
 - A statement of the concern that is being registered.
 - The request to appeal the concern to the Board of Education.
 - Verification that levels 1, 2 and 3 have been completed.

Once the letter has been received the board will schedule a date and time to meet with the person registering the concern.

This policy is intended to respect not only the person registering the concern but all school district staff, affording them the opportunity to respond to any allegation before it goes to the next level. The steps outlined here will resolve concerns, foster relationships and credit the staff/person registering the concern at every level for solving the issue at hand.