

## ADMINISTRATION

### Series 300

#### POLICY TITLE COMMUNICATION CHANNELS

No. 307

Questions and problems are resolved at the lowest organizational level nearest to the complaint. District 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 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/designee within 10 school days of their discussion with the principal. If there is no resolution or plan for resolution by Superintendent/designee, within 10 school days of the individual's discussion with the Superintendent/designee, 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

Cross Reference: 213 Public Participation in Board Meetings  
213.1 (Public Complaints)  
401.4 Employee Complaints  
502.4 Student Complaints and Grievances  
504.3 Student Publications

Date Approved: August 22, 2011

Last Date Reviewed: January 3, 2020

Last Date Revised: January 3, 2020