

Policy Subject INTERNAL COMMUNICATION AND COMPLAINTS	Location Code 411.1	Adoption Date 8/9/82
	Rescinds/Amends	Adopted

The relationship between a building principal and the staff within the building is always enhanced by direct communication between the staff members and the principal. This direct communication is the best way to solve potential problems, relieve tensions, and to clarify any misunderstandings. There will, occasionally, be problems which cannot be resolved at the building level. Any staff member who wishes to discuss a problem or concern on an informal basis with any board member is certainly urged to enter into such a discussion at any time. If the informal discussion is in the nature of a specific complaint which the staff member feels needs a definite course of action, then the staff member should utilize the following procedure.

The staff member should request a conference with the building principal to attempt to resolve the concern or complaint. If the staff member is dissatisfied with the result of this conference, the staff member can request that a second conference be scheduled. This conference will be chaired by the Director of Instruction (also in charge of personnel matters) and will include the director, the principal, and the staff member. In the event the staff member is not satisfied with the resolution of the complaint at this level, the staff member can request a conference with the superintendent of schools for a discussion of the problem.

The superintendent of schools will schedule a conference to attempt to resolve the problem. In the event the problem is not resolved at this level, the staff member is always free to request action from the Board of Education in an attempt to resolve the problem.