



Policy 103 - Concerns or Complaint Resolution Process Summary Document

Complainant's Name: _____ Date: _____

Step A: Discuss the issue directly with the person of concern.	Date:
	Summary:
Step B: Discuss the issue with the supervisor/ building principal.	Date:
	Summary:
Step C: Employees should bring the issue to the Human Resources Director. Students, parents, district residents, and property or business owners should bring the issue to the district administrator responsible for the area of concern. If unsure who the appropriate administrator is, contact the Superintendent's Office for direction.	Date:
	Summary:
Step D: Bring the issue to the Superintendent.	Date:
	Summary:
Step E: Bring the issue to the Chair of the Board of Education	Date:
	Summary: