

## COMMUNICATION CHANNELS

Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. School employees shall be responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community shall confer with a certificated employee and then with the superintendent on questions and concerns.

If resolution is not possible by the immediate employee, individuals may bring it to the attention of the superintendent within 5 school days of their discussion with the employee. If there is no resolution or plan for resolution by the superintendent within 5 school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. The action of the board will be final.

It shall 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: Nebraska Statute 79-254 et seq.

Cross Reference: 204.12 Public Participation in Board Meetings  
402.05 Employee Grievances  
504.01 Student Due Process Rights  
506.06 Student Publications  
1005.01 Public Complaints

Approved: 11/12/2009 Last Reviewed: 01/15/2018 Revised: \_\_\_\_\_