

ADMINISTRATIVE PROCEDURE TO IMPLEMENT PROCESS TO RESOLVE CONCERNS

Steps:

Date:

- 1) Superintendent forwards concern to principal for resolution if appropriate at school level. _____
- a) Principal gives copy to employee or program director. _____
- b) Principal attempts to settle at local level. Meets with person(s) requesting resolution of concern and employee and program director _____
- c) If settlement is reached, principal sends copy of process to resolve concern and a short report describing the settlement to the superintendent; signed by all parties.. _____
- d) If the problem is not resolved, principal sends concern to superintendent for further action. _____

Signature of Principal

- 2) Superintendent conducts a resolution process or selects a special reviewer if 30 work day limit can't be met. _____
- 3) The reviewer contacts the principal and the person filing the concern; then he/she meets with principal and employee. _____
- 4) If the concern is not resolved, the superintendent will adjudicate. Copies of the report adjudication are sent to administrator, person presenting concern, principal, and person named. _____
- 5) If either disagrees with the superintendent's decision, it may be appealed to the Board. _____

The process to resolve concerns should be completed within 30 work days.

Cross Ref: KL, KL-R, KLD

Approved: 03/05/90