Questions and problems are resolved at the lowest organizational level nearest to the complaint. School 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 with the principal on questions and concerns. 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.

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor or principal and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent in accordance with the language within contracts/handbooks.