

# Board Policy

Code No. 309

## 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.

If resolution is not possible by any of the above, individuals may bring it to the attention of the Superintendent generally within five school days of their discussion with the principal. If there is no resolution or plan for resolution by the Superintendent within five 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:* Iowa Code § 279.8 (1995).

*Cross Reference:* 215 Citizen Participation  
401.5 Employee Complaints  
502.7 Student Complaints and Grievances

*Approved:* May 5, 1997

*Reapproved:* July 10, 2000  
February 3, 2003  
June 19, 2006  
February 1, 2010

*Revised:* July 10, 2000