

## **PUBLIC NOTICE**

**Office of the Superintendent**

**Central School District 13j**

**2017-2018**

Inquiries, comments, or complaints from residents of the School District or from other individuals who have business with the District shall be dealt in accordance with the following procedures:

Step One - Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved (teacher, counselor, assistant principal, secretary, etc). It is the intent of the district to solve problems and address all complaints as close as possible to their origination

Step Two - If the complainant is unable to resolve a problem or concern at step one, the complainant may file a written, signed complaint with the principal. The principal shall evaluate the complaint and render a decision within [five] working days after receiving the complaint.

Step Three – If the complainant is unable to resolve a problem or concern at step two, the complainant shall file a signed, written complaint with the superintendent clearly stating the nature of the complaint.

Step Four – If the complainant is dissatisfied with the findings and conclusion at step three, the complainant may appeal the decision to the Board. Generally all parties involved, including the school administration, will be asked to attend such meeting for the purpose of presenting additional information.

The full policy and procedures can be found on the links below.

[Public Complaints Policy \(KL\)](#)

[Public Complaint Procedures \(KL – AR\)](#)