

**103.00 COMPLAINTS**

1. The school district takes seriously all complaints by any person. If a specific complaint procedure is provided by any other policy or procedure of the school district, a collective bargaining agreement or contract, or bylaw, that specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, this policy provides a procedure that may be used.
2. Any person may report concerns or complaints to any member of school district staff or to the Board of Education. Written communication is preferred, but a complaint may be made orally or electronically.
3. Whenever a written complaint is made directly to the School Board as a whole or to a school board member as an individual, it will be referred to the Superintendent, or if necessary, to Legal Counsel.

**LEGAL REFERENCES:**

**CROSS REFERENCES:**

206.01, Public Participation in Board Meeting & Exhibit: Guidelines for Public Comment

212.00, Complaints Against a Member of the Board of Education