

1312-R Positive Communication - Board of Trustees

STEPS – Steps To Encourage Positive Solutions

The STEPS process is structured to promote resolving situations quickly to the satisfaction of all parties by involving those people closest to the situation in examining and developing solutions to concerns.

STEP 1- CONTACT THE APPROPRIATE STAFF MEMBER

The first step in resolving a concern is to discuss it with the staff member involved: the teacher, coach, bus driver, etc. Most concerns are resolved at this level.

STEP 2- CONTACT THE PRINCIPAL/SUPERVISOR

If step one does not resolve the concern, discuss it with the supervisor/principal. The supervisor/principal can share school information and explain policies, guidelines and procedures.

STEP 3- CONTACT THE APPROPRIATE DISTRICT ADMINISTRATOR

If the previous steps have been unsuccessful, contact the appropriate District administrator or the Superintendent.

STEP 4- CONTACT THE SCHOOL BOARD

The School Board hears concerns that have not been resolved at a previous level. To present your concern to the Board, a written request must be submitted to the Superintendent.

ADOPTION DATE: April 8, 2003; Reviewed without Revision February 22, 2005; Revised April 23, 2024

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 1312

ADMINISTRATIVE REGULATION: