

Public Complaint Procedure (Coaches/Athletic Director)

Complaints involving coaches, advisors, athletic director, and extra-curricular activities shall be initiated as close to their origin as possible, preferably within ten days of their occurrence.

The Board advises the public that the proper channeling of complaints involving athletics and extracurricular activities shall be as follows:

- Step One: The complainant is encouraged to meet at school to discuss the matter of the complaint. **The Board discourages phone calls to the home of the subject of the complaint and/or unscheduled meetings at the store or on the street.**
- Step Two: If the complaint is unresolved at Step One, or if no informal conference can be mutually agreed upon, the complaint may be presented to the athletic director or principal depending upon who the subject of the complaint is.
- Step Three: If the complaint is not resolved at Step Two, a written complaint may be presented to the superintendent¹.
- Step Four: If the complaint is not resolved at Step Three, the written complaint may be presented to the Board for its consideration in Executive Session.

This complaint procedure is intended to resolve problems or conflicts whenever possible.

¹Complaint forms are available at each school office.