

**CONFLICT RESOLUTION IN THE DISTRICT
PROCEDURE UP TO AND INCLUDING
PUBLIC PARTICIPATION at SCHOOL BOARD MEETINGS**

Our desire is to resolve concerns as soon as possible in the best interest of our students.

1. **The Park Rapids Schools welcome and encourage members of the school district to express their views and present information at school board meetings.**
2. To promote public effectiveness, if a citizen wishes to become involved with the educational process or policy, the citizen should use the line of communications. This line of communications is as follows:
 - a) The citizen should first contact the staff member closest to the event in question. A meeting with the staff member should be arranged to discuss the concern with process or policy. After the meeting, both parties will share facts as they understand them in writing with the other party. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
 - b) If the event in question is not resolved, (as described in a), the citizen should contact the supervisor of the staff member, providing copies of written positions and/or solutions to the supervisor.
3. The supervisor will meet with the citizen to discuss the concern. Both parties will share information and document key points and desired actions. The supervisor will share these with the staff member(s) involved in the situation.
4. If step #3 is unsuccessful, the supervisor will refer the citizen to the appropriate principal.
5. If step #4 is unsuccessful, the principal will refer the citizen to the superintendent.
6. If, after meeting with the superintendent, the citizen wishes to talk to the board, the superintendent will notify the board chairperson to inform the citizen of the meeting of the board when this concern will be heard. The citizen will be allowed to speak in accordance with state law (data privacy) and board policy.
7. The board, upon hearing the citizen's input, will:
 - a) Refer it to the superintendent for appropriate action.
 - b) Refer issues to the appropriate committee.

First Reading: 3/16/98

Adopted: 4/98, 3/13, 11/19