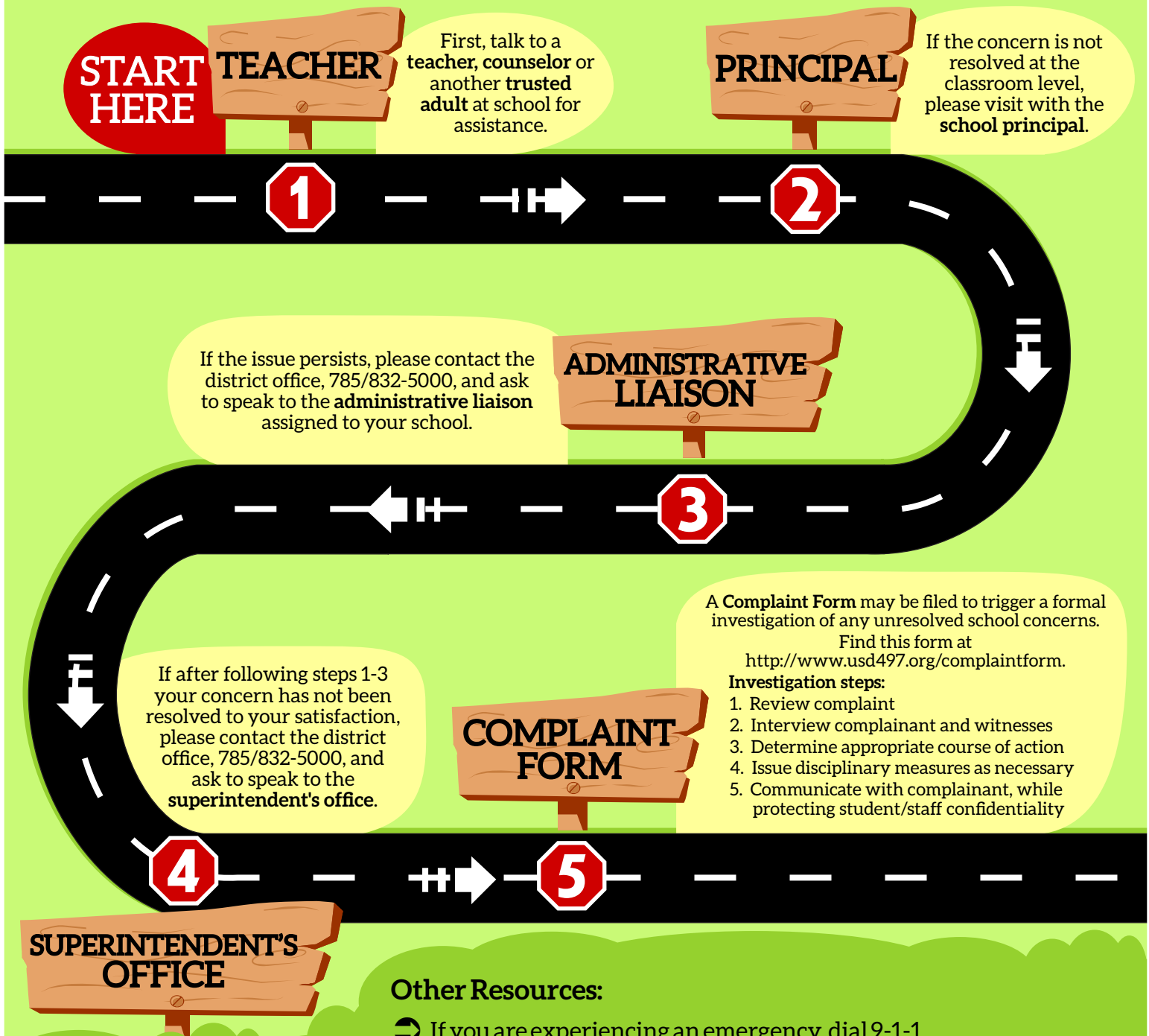


# Addressing School Concerns



Lawrence Public Schools find that the quickest and most effective way to resolve a school concern is by addressing it at the most direct level. The following are suggested procedures:



A **Complaint Form** may be filed to trigger a formal investigation of any unresolved school concerns.

Find this form at

<http://www.usd497.org/complaintform>.

**Investigation steps:**

1. Review complaint
2. Interview complainant and witnesses
3. Determine appropriate course of action
4. Issue disciplinary measures as necessary
5. Communicate with complainant, while protecting student/staff confidentiality

## Other Resources:

- ➔ If you are experiencing an emergency, dial 9-1-1.
- ➔ The Kansas School Safety Hotline for anonymous reporting of potential violence is: 1-877-626-8203.
- ➔ If you have a non-emergency criminal concern, please contact local law enforcement.

