

# Policy

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COMMUNITY RELATIONS

1007

## COMPLAINTS

- I. This policy has been developed with the intent of improving and encouraging communication between staff members and individuals with concerns. A problem within the school environment should be dealt with at its sources and in an expedient manner. This policy establishes proper procedures for dealing with such situations.
- II. When complaints regarding employees are received, the complainant will be directed to the appropriate building principal/supervisor who will then give a copy of the policy, regulations and a complaint form to the complainant.

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Waterville Central School District

Adopted: 04/29/92

Revised: 09/10/96, 11/12/96, 11/99, 06/08/21

Reviewed: 01/14/14, 01/08/19