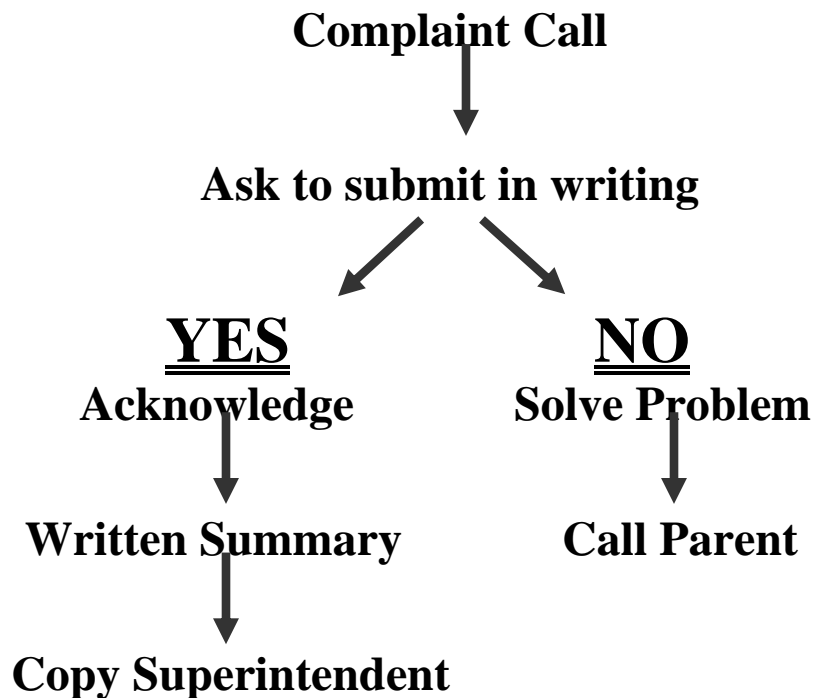


PUBLIC COMPLAINTS EXHIBIT
Parental Complaint Procedure

1. Parent calls with complaint regarding personnel or student safety.
 2. Administrator requests that complaint be submitted in writing.
- Letter not received*
3. If no written report is received, administrator attends to complaint and communicates orally to parent; administrator notifies parent of non-retaliation policy and schedules any appropriate follow-up.
- Letter received*
4. Administrator sends response acknowledging receipt of letter and outlining steps to be taken in addressing complaint.
 5. Following investigation, summary letter sent describing conclusions and any actions to be taken and copies to Superintendent. Letter notifies parent of non-retaliation policy and schedules any appropriate follow-up.



Adoption date: March 23, 2006